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A Plan of Organization

✧ ✧ FOR ✧ ✧

Small Libraries

Methods of Work
Lists of Supplies and Aids

PREPARED BY
MRS. MINNIE CLARKE BUDLONG
SECRETARY AND DIRECTOR
North Dakota Public Library Commission

**North Dakota
Public Library Commission**

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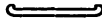
**Published by authority of
Commission**

A PLAN OF ORGANIZATION FOR SMALL LIBRARIES

METHODS OF WORK
LISTS OF SUPPLIES AND AIDS



PREPARED BY
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SECRETARY AND DIRECTOR OF THE
NORTH DAKOTA PUBLIC LIBRARY
COMMISSION



THE TRIBUNE COMPANY
BISMARCK, NORTH DAKOTA
1910



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PREFACE

This plan for the organization of small libraries is an attempt to enable untrained librarians to do systematic work. Only the simplest methods are advocated and few technical terms are used. In charge of a library of 500 to 5,000 volumes is usually found a librarian without an assistant and also without technical training and often without experience in the work. This pamphlet suggests methods making not too great demands upon time nor technical skill and still sufficiently scientific to expand as the library grows so that the work accomplished will not have to be done over when the library reaches 5,000 volumes.

It is recommended that all orders for books be made out on book order cards which will be kept and form the shelf list. In libraries too small to be classified the books will be recorded by accession number and shelved alphabetically by author. All methods of work from the selection of the book until it is ready for circulation and eventually withdrawn are described in detail and lists of supplies needed are given with prices. There are suggestions and lists of aids for equipment, for care of books, for library economics, for publicity and allied activities. A brief history of the library movement in America leads to the relations between the librarian and the board, the schools, the teachers and the community; and to suggestions given for making the library an attractive center in the town life.

There is no claim for originality in this work. Many lists, articles, pamphlets and books have been consulted and libraries visited with the purpose of learning the shortest business-like methods in library work and the simplest way to present library science to the worker who has not yet had a course at a library school. To have complete and accurate records and still leave the librarian time and vital-

ity for the inspirational side of the work is the goal of library methods.

It is hoped this pamphlet will call the attention of librarians to the benefits to be derived from keeping the state library commission informed of their problems and needs.

The compiler welcomes criticism and corrections which will make this tool a more efficient aid to ambitious librarians.

INTRODUCTION

AMERICAN LIBRARY ASSOCIATION.

The initial movement towards systematic library work in the United States was made at the centennial, Philadelphia, 1876. Then was formed the American library association popularly known as the A. L. A. to which is due credit for the phenomenal growth of library science in this country. The promoters of this organization assisted by the bureau of education and the library of congress manufactured the essential tools of the trade, the first of which is the A. L. A. catalog.*

A. L. A. CATALOG. This volume sometimes called the librarian's bible was prepared by specialists, edited by Melvil Dewey under the management of the New York state library and printed by the library of congress. It contains a list of 8,000 volumes specially selected for first purchase in small libraries.

In the first part of the catalog these volumes are arranged by subjects under the arbitrary class numbers of the Dewey decimal system. For instance, under 520 are grouped all publications on astronomy, 530 physics, 540 chemistry.

In the second part called subject index, subjects alphabetically arranged are given followed by the class number under which they may be found, as astronomy 520, physics 530, chemistry 540.

In the third or dictionary part of the catalog, titles, subjects and authors are alphabetized together followed by the class number under which detailed information concerning them is grouped in part 1.

Any one knowing the class to which a given book belongs can at once find its entry in part first alphabetically with title, date, series, publisher, price and often a note

giving the contents, scope or characteristics of the book. Any one not knowing the class number on looking in the third or dictionary part under either author, title or subject finds the class number of the book which leads to the same information. This catalog may be obtained from the superintendent of documents, Washington, D. C. in paper binding for \$1.00 and should be one of the first possessions of every library.

DEWEY DECIMAL CLASSIFICATION. The decimal classification arranged by Melvil Dewey and published by the library bureau in 1899 is the second great tool of the trade. This is an arrangement of subjects under arbitrary numbers so that classification in libraries may be uniform. By means of decimals, subjects can be minutely sub-divided. The first general division is as follows:

- 000 General works
- 100 Philosophy
- 200 Religion
- 300 Sociology
- 400 Philology
- 500 Natural science
- 600 Useful arts
- 700 Fine arts
- 800 Literature
- 900 History

Each general number is again sub-divided as

- 900 History in general
- 910 Geography and travels
- 920 Biography
- 930 Ancient history
- Modern history
- 940 Europe
- 950 Asia
- 960 Africa
- 970 North America
- 980 South America
- 990 Oceanica and polar regions

The use of decimals permits of sub-dividing geographically

900	History in general
940	" Europe
945	" Italy
945.7	" Naples
945.78	" Calabria

or of dividing chronologically as

970	North America	
973	United States	
973.1	Discovery	1607
973.2	Colonial	1607-1779
973.3	Revolution	1779-1789
973.4	Constitutional	1789-1809
973.5	War of 1812	1809-1845
973.6	War with Mexico	1845-1861
973.7	Civil war	1861-1865
973.8	Later 19th century	1865-

or the two methods may be combined as

900	History in general
970	" North America
973	" United States
973.7	" Civil war
973.73	" Special campaigns and battles
973.731	" Campaign of 1861
973.7311	" Operations in Charleston harbor. Bombardment of Fort Sumpter.

This book is not needed until a library is ready to classify. A library can be successfully managed up to about 3,000 volumes without classification. The commission will assist in classifying whenever there is a librarian with sufficient training or experience to continue the work.

CUTTER'S RULES. In 1904 the Government printing office issued the 4th edition of Cutter's rules for a dictionary catalog. This was part of the Bureau of education's special report on libraries.

SUBJECT HEADINGS. In 1905 a List of subject headings for use in dictionary catalog, prepared by a committee of

the A. L. A. was issued by the A. L. A. publishing board. This was found indispensable to uniformity in cataloging.

These helps are not needed until a library is ready to catalog and this should not be attempted until a trained librarian is employed.

GUIDE TO STUDY AND USE OF REFERENCE BOOKS. In 1908 a great help in reference work prepared by Alice Bertha Kreoger and entitled Guide to the study and use of reference books was published by the A. L. A. publishing board. This is of special use in book selection and is not needed by the smallest libraries.

A. L. A. BULLETIN. The foregoing are but a few of the many publications of the A. L. A. since its organization and serve to show the importance of its work in the development of library science. Among its periodical publications are the Bulletin issued in January, March, May, September and November of each year and sent free to the members of the association. Since 1907 this has been the official organ of the A. L. A.

A. L. A. BOOKLIST. The A. L. A. booklist is published monthly ten months in the year. This continues the work of the A. L. A. catalog keeping it up to date and is indispensable for book selection in any library. It is so important a publication that it is often sent librarians free by their commission. Copies should always be saved and bound annually.

CARNEGIE FOUNDATION. Andrew Carnegie recognized the importance of the work of the A. L. A. publishing board by endowing it in 1903 with \$100,000. This foundation makes possible the publication of many lists and pamphlets of great aid particularly to small libraries, e. g. Stearn's Essentials, Hitchler's Cataloging for small libraries, A. L. A. Fiction sheet.

The A. L. A. headquarters originally located in Boston were moved in 1908 to 1 Washington place, Chicago. The association gathers once a year at different places in the United States and Canada for a week of meetings including

discussion of all topics relating to its field of work. Any library, librarian or library organization may become a member by payment of initiation fee and annual dues. This entitles the member to the bi-monthly bulletin including the printed report of the meeting and the addresses in full.

DEVELOPMENT OF LIBRARY MOVEMENT.

The small library usually has its beginning in one of the five following ways:

1. **PRIVATE BENEFICIENCE.** This results from the enthusiasm of one or more individuals and the library may reach any size from a few books in a home loaned systematically, to large memorial buildings supplied with every convenience and administered by latest methods.

2. **CLUBS.** Study clubs have been instrumental in the foundation of many small libraries. Books bought for study of programs have formed the nucleus. Additions from funds raised by entertainments or subscriptions have adapted the collection to community needs. It is usually housed in a room where rent, heat and light are free and is cared for by volunteers until such time as public interest secures its recognition as a city department through an appropriation by the city council or the voting of a city tax. The voting of a tax is usually preliminary to the erection of a building. The amount voted varies from 1 to 4 mills on the dollar.

3. **SCHOOL LIBRARIES.** Grade or high school libraries sometimes develop into village libraries but this seldom happens as it is difficult to get adults to go freely to the school house. Schools are closed on the day when most books are drawn for reading and through the holiday and vacation periods when there is most leisure for books. Teachers are already too busy to be taxed with the care of the circulation of books. For these and other reasons the school house is not the best location for the library center.

4. **CITY VOTE.** The ideal library is started under city patronage. It has room in the city hall where rent, heat and

light are free. It has an appropriation or tax from the city sufficient to employ a trained librarian who will study the needs of her community, make wise selection of books and give a businesslike administration to library and reading room.

5. TRAVELING LIBRARIES. Traveling library stations supplied by state library commissions may grow into permanent libraries. Boxes of 50 to 100 books are loaned for six months and then exchanged for other collections. These are sent to schools or to the homes of responsible parties preference being given to central locations such as post offices or general stores.

In all these varying forms of library activity the Public library commission takes the deepest interest. It is organized to foster and aid the growth of library sentiment and aims to increase the efficiency of existing libraries as well as to aid in the establishment of new stations. It will help in

- a. Organizing libraries
- b. Selecting books
- c. Buying books at lowest prices
- d. Suggesting best methods of preparing books for circulation
- e. Arranging loan system
- f. Preparing statistics
- g. Making the library attractive
- h. Interesting the public
- i. Creating sentiment for a tax
- j. Planning a building

The commission sends free forms and blanks to make the work easier. When in need of help in any phase of library activity or in doubt on any question of library economy write the secretary of your commission at the state capitol.

LIBRARY BOARDS.

LIBRARY BOARD. When a library outgrows the care of individuals or clubs it is organized under a library board. These boards are appointed in various ways; in North Da-

kota by the school board, in Wisconsin by the mayor. That town is fortunate that numbers on its library board representatives from the literary, business, social, political and educational activities of the city.

1. MEMBERS. Library boards usually consist of five members, two of whom are women. They should meet on a regular evening once a month to hear the report of the librarian, to confer with her on plans and to audit bills.

2. DUTIES. The library board has authority to employ the librarian and assistants, to direct expenditures and to outline the general plan of work. Details of the work are generally left to the librarian who is the executive officer of the board and who should report specifically on the month's work at the regular meetings of the board.

3. COMMITTEES. The board should appoint from its members committees on various phases of its work as finance, library, rooms, publicity.

The committee on finance should examine and report monthly on all bills against the library and make an annual report on all sources of income and expenditure. One copy of this report should be kept by the secretary of the library board, one should be sent the city officer or board by whom the library board is appointed and one sent to the state library commission.

The committee on library should aid in the framing and enforcement of all rules and regulations governing the library and reading rooms and assist in book selection. The librarian should prepare lists of books for immediate purchase. These should be examined by the library committee and all but the smallest orders should be submitted to a full board meeting.

The committee on rooms should have charge of the building or rooms, their repair, improvement, heating, lighting and furnishing.

The committee on publicity should see that the public is kept informed through the papers or other medium of the

work being done in the library, of the ways in which the library can interest and aid its patrons and of the library's needs. Each member of the board should be active in creating popular enthusiasm for library work and in diffusing accurate knowledge of library science. Every member of a library board should first read and then circulate the book recently written by Dr. A. E. Bostwick of the St. Louis public library on *Public libraries in America*, published by Appleton in 1910, price \$1.50. This book answers in a logical, simple manner the question "What is library science?" giving a broad view of the subject as a whole and also explaining modern library methods.

LIBRARIAN.

DUTIES. The librarian should cultivate friendly relations with the board members, keeping them informed of the activities and needs of the library and being prepared to furnish at any time an exact financial and statistical report. She should aim to conduct a businesslike library in which order and system prevail, to win the patronage of the public by helpful and courteous treatment and by her enthusiasm to make of the library an inspirational aid in community life. The librarian who is interested in her work and who proves herself efficient should be allowed freedom in planning as well as executing the work and should be heartily supported by an interested and appreciative public.

The librarian should be privileged to use fine money for the petty supplies lack of which would hamper the work if the purchase were delayed until the board meets, giving an itemized account of all such expenditures at the next meeting.

DISCIPLINE. It is absolutely essential that a library be kept quiet and free from disorder of any kind. Cork carpet to deaden the sound is indispensable. No laughing nor loud talking can be permitted. Usually a word of explanation to offenders is sufficient. If they persist in disorder it may be necessary to deprive them of the privileges of the library

for a time. In extreme cases call on the library board and city officials. Never forget that the library is a part of the city administration and entitled to the protection of city laws and officers.

HOURS OF OPENING. Hours and days of opening will depend upon the need of the community and the amount of salary that can be paid a librarian. Whenever possible the smallest library should be open at least every afternoon from 4 to 6 o'clock and Wednesday and Saturday evenings from 7 to 9. In employing the librarian it should be remembered she must spend much time in mechanical work not included in the open hours of the library. Volunteers or members of the board will sometimes assist in keeping the room open the maximum number of hours..

VACATION. Two weeks vacation may be long enough for the librarian who keeps open only part of the day, but librarians employed all the working days need a month's vacation on full pay to recruit the nervous energy which is so important a part of their equipment for the work. Whenever funds permit there is a growing sentiment in favor of defraying part or all of the librarian's expenses to state library and A. L. A. meetings, experience proving the money will be well spent in the renewed enthusiasm and advanced knowledge secured by such attendance

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PART I.—METHODS OF WORK.

The processes involved and aids needed from the selection of a book through its ordering, mechanical preparation, circulation, mending, rebinding and eventual withdrawal will be described as briefly as clearness permits.

BOOK SELECTION.

Before selecting new books be sure to know what books are already in the library; also what titles need to be duplicated and what copies should be replaced or rebound.

For a library up to 3,000 volumes the aids essential in book selection are

a. For adult's books

A. L. A. booklist. Monthly except July and August.

A. L. A. publishing board. \$1.00 per year.

Some commissions send this regularly to libraries in their state free of charge. Every number should be examined and preserved and the ten issues for each year bound in one volume with index.

A. L. A. catalog. Superintendent of documents, Washington, D. C. 1904. Paper, \$1.00

A list of 8,000 volumes for first purchase in a public library.

A. L. A. fiction sheet. A list of novels for adults. This is distributed free by the A. L. A. secretary, 1 Washington St, Chicago.

Wisconsin library commission. Suggestive list of books for a small library. Madison. Published by the commission, 1905. 25c.

1250 titles for adults.

b. For children's books

Oregon library commission. List of books for school libraries, Salem. Published by the commission.

Indicates grades to which books are suited. The best help in book selection when money is scarce as it lists cheap editions.

Wisconsin library commission. Suggestive list of books for children. Madison. Published by the League of library commissions, 1910.

This is the children's list from part second of the edition of 1902 revised and enlarged.

If in doubt what edition to buy and what binding will wear best or if uncertain on any question of book selection, write the library commission at the state capitol.

The above lists are given first as they are reliable, inexpensive and easily used. Additional aids for libraries up to 5,000 volumes are

a. For adult's books

A. C. McClurg & Co's List of technical books furnished free on application. 215 Wabash Ave., Chicago.

W. H. Wilson & Co's Fiction catalog. Minneapolis. 1908. 25c and 15c.

Selected fiction from all literature with descriptive notes.

b. For children's books

Pittsburgh Carnegie library. Catalog of books in the children's department. Pittsburgh. Published by the library, 1909. 75c. Postpaid \$1.00.

Valuable for cataloging as well as book selection.

Libraries above 5,000 volumes will need the following:

United States catalog: books in print 1902. 2d ed. Minneapolis, Wilson, 1903, \$15.00

Gives prices, binding, date and publisher of all books in print in United States. 1902.

Supplement. Minneapolis, Wilson, 1906. \$15.00. Gives same information for books published 1902-1905.

Cumulative book index. Monthly. Minneapolis, Wilson. \$4.00 per year.

Cumulates monthly, quarterly and yearly so that the December number includes all the books of the year. This

continues the supplement of the United States catalog up to date.

The Wilson publications are the best aids for a growing library as they give needed information in book selection and also give subject headings and library of congress numbers for cataloging.

Pittsburgh, Carnegie library. Classified catalog of the Carnegie library of Pittsburgh, 1895-1902. Pittsburgh. Published by the library, 3v. \$12.00.

This is a less expensive aid than the Wilson publications. The lists are well selected and the classification number for each book is given but not the L. C. number. It can be purchased in pamphlet form at a lower price.

- Part 1 General works 1907 10c
- " 2 Natural science, useful arts and fine arts 1907 45c postpaid 60c
 - " 3 Literature, English fiction and fiction in foreign languages. 1908 40c postpaid 50c
 - " 4 History, travel and biography 1908 45c postpaid 60c
 - " 5 Indexes, contents, prefaces and synopsis of classification 1908. 80c postpaid 95c

The Pittsburg monthly bulletin continues this series to date. 25c a year.

Remember that notices of books appearing in magazines and trade catalogs are advertisements prepared to make the books sell. To learn the real worth of a book from the librarian's standpoint read the book notes in such publications as

- A. L. A. booklist
- Book review digest
- Outlook or Independent
- Literary digest
- Dial
- Nation

BOOK ORDERING.

Never buy of a subscription agent. Their books invariably cost from one-third to one-half more than they can be bought for elsewhere. The book they offer can be pur-

chased within a year from a second hand dealer for half what the agent charges even if it is not already on the market in some better edition at a lower price.

The librarian should always have on hand the latest price lists from such reliable firms as A. C. McClurg & Co., and the St. Paul Book and Stationery Co. in the west and Baker & Taylor in the east. To examine these price lists satisfactorily it is necessary to understand the net price system. This is a method used by the publishers' association to maintain the price of books.

It affects non-fiction published since May, 1901.

It affects fiction published since February, 1902.

It affects children's books published since January, 1904.

Net books are books on which there is no discount from the listed price.

* The single asterisk denotes books not issued under the rules of the American publishers' association. The discount on these is usually 10 per cent. from the list price.

** Double asterisk denotes protected net books. These are published under the rules of the association, are sold to libraries at 10 per cent. discount in the first year of their publication and at greater discount (sometimes as much as 25 per cent.) after the first year has elapsed.

The dagger denotes fiction and children's books published under the rules restricting discounts to 33 1-3 per cent. within the first year.

Books not marked are not net and not issued under the rules. In such cases the discount is not subject to any special limitations.

BOOK BUYING. Small or frequent orders should be sent to some convenient book order house which is known to be reliable. Submit large orders to several firms for competitive bids at long intervals. It consumes time and labor unnecessarily for both buyer and seller if all orders are competitive but enough bids are necessary to keep the librarian

posted on which firm will give best discounts and most satisfactory treatment.

BOOK ORDER CARDS. There are various ways of making up an order for books. The method by book order cards herein explained will be found simple, systematic and accurate. The cards neatly made and filed will save the making of a shelf list later. The card used is shown below :

Accession No.	Author's name inverted
Date ordered	Title
Of	
Received	No. of Copies Vols. Date
Cost	Edition Publisher Price
Class No.	Recommended by
	Reviewed in
L. C. card No.	

If book order cards can not be obtained, slips of paper 3 x 5 inches may be used. These are called "P slips." For book orders they should be ruled.

Whenever a book is suggested for purchase enter all the information easily obtainable on a book order card and file alphabetically behind a guide card marked "Future orders." When ready to order books look over these cards carefully to prevent omissions selecting those for present purchase and completing entry on their cards of the necessary information. Compare with cards of books already in the library to prevent unintentional duplication.

Book cards in "Future order" file are sometimes further separated into groups for

- 1 Immediate purchase
- 2 Reserve purchase
- 3 Questioned purchase

Select the cards for each book to be ordered immediately and enter necessary items in the indicated spaces according to the following forms:

1. Invert the author's name (for convenience in alphabetizing the cards) and enter the full name.

2. Enter short title or catch title of the book. Follow this with the name of series if some special series is desired.

3. Give number of copies wished if more than one.

Give date of publication using n. d. (no date) if unknown and giving month if it was published within the year. This will enable the watchful librarian to buy as soon as the cost lessens at the expiration of the first year of publication.

4. Give name of publisher. The first name in a firm name is usually sufficient.

5. Give prices listed in the catalog marking with * ** or † as indicated in price list if the book has been published within the year. For explanation of the meaning of these symbols see explanation of net price system under Book ordering.

6. It will prove a convenience in the future to state by whom the book was recommended and in what publications it was reviewed.

7. Enter the class number as found in the A. L. A. catalog or booklist or any of the classed lists from which the book was selected. Enter book numbers if used in the library.

8. If the library is to be cataloged by L. C. cards, enter the L. C. number taken from the A. L. A. booklist or other source.

9. Enter the abbreviation for firm from whom the book is ordered. e. g. McC. for A. C. McClurg & Co.

10. Leave the date ordered blank until the letter ordering the books is written so that the dates may agree.

When the order is ready to be sent the dealer the card will read as follows:

Accession No.	Author's name inverted		
	HUTCHINSON, WOODS		
Date ordered	Title		
8-5-10	INSTINCT AND HEALTH		
Of			
McC			
Received	No. of Copies.	Vols.	Date
	1		(O) 1909
Cost	Edition	Publisher	Price
		N. Y. DODD	** 1.20 net
	Recommended by		
Class No.	MRS. MARY BROWN		
613	Reviewed in		
L. C. card No.	A. L. A. BOOK LIST JA. '09		
8-30532-3			

11. The order cards are now ready to be arranged in alphabetical order by the inverted name of author.

BOOK ORDER SHEET. Prepare an order sheet from the alphabetized cards to accompany the letter to the dealer. If not typewritten these letters and the order sheets should be made on a carbon duplicator so that a copy may be kept in the office. If there is no duplicator copies must be made by hand. An exact copy of every business letter sent by the librarian must be kept in the library.

The following form will be found satisfactory for the order sheet.

Book order for Public Library, Homer, Ill. May 20, 1910.

Besant, Sir Walter—All sorts and conditions of men (Home

lib.)—Burt \$1.00

Book of Christmas—Illus. by Edwards—Macmillan 2.50

Crawford, F. M.—White Sister—Macmillan 1.50

Emerson, R. W.—Essays (Cambridge classics) Ser. 1-2 1 v.	
—Houghton	1.00
Shakespeare—Julius Caesar; ed. by Porter and Clarke—	
Crowell	.75
Who's Who in America—1908-09 v. 5—Marquis	4.00

Arrange the books alphabetically by name of author.

Before each name put a figure stating number of copies if more than one is wanted.

Enter

author's name inverted
 short title of book
 no. of volumes
 edition or series
 publisher (abbreviated)
 price

Leave room at the margin after the price for the seller to enter the discounted price.

Be careful about entering the price when there are several volumes in a set or when more than one copy is ordered. e. g. one copy of a book priced at \$1.25 per volume would be entered on the order card at \$1.25 even if there were several volumes or if two or more copies were ordered. But on the order sheet sent the dealer the \$1.25 should be multiplied by the number of volumes of by the number of copies ordered.

Be sure the name and address of library and date are plainly written on the order sheet.

BOOK ORDERING. In writing to dealers

1. Write on one side of sheet only.
2. Take pains to have figures and writing legible.
3. Leave space between items.
4. State how books are to be shipped and over what railroad.
5. Give date, name of library and place.
6. The order should state whether "shorts" are to be sent by express or mail (expensive processes), held till the next shipment, by freight or whether the entire present order is to be held till the books are all at hand.
7. Always keep a copy of the letter.

The following form of a letter for a book order is recommended:

PUBLIC LIBRARY
RIVERSIDE, MINN.

June 20, 1910.

A. C. McClurg & Co.,
215 Wabash Ave., Chicago.

Gentlemen:—

Enclosed find book order for Riverside, Minn., Public library.
Send by freight over N. P. R. R. Hold shorts for next order.

Yours truly,

ANNA R. SMITH,

Librarian.

After preparing the order sheet and letter, file the order-cards in a box or tray marked "Books ordered."

CHECKING BILL. On receipt of your order the dealer will make out a bill giving the list price, discount and cost price for each book ordered and send to you. When this bill is received

1. Figure discounts.
2. Foot carefully.

If there are any errors call the attention of the firm to them at once in a courteous manner. If the books are not alphabeted on the bill ask the dealer to arrange the same as your order next time. It will save much vexation in checking the bill. File the bill to use in checking up books on arrival.

When the books are received

1. Unpack noting if bindings have been damaged in transit.
2. Check by bill received noting number of copies.
3. Compare order cards with title page of book to correct any error in author, title, edition, date or other information on card. If many alterations are needed a new card may be made and the incorrect one destroyed.
4. Enter on the book order card date received and cost price from the bill.
5. Cards for books received are now put in "Books received" file. Cards for shorts are left in "Books ordered" file.

6. O. K. the bill by signing your name and official title and send promptly to the proper authority for payment.

7. Return imperfect copies to the publisher, not to the dealer. Return soiled or mutilated copies to the dealer. The dealer and publisher when in fault bear the expense of exchanges. Do not attempt to make any changes for books returned on the face of the bill. You will receive a credit slip which can be applied on payment of future orders.

USES OF BOOK ORDER CARDS IN FILE. Cards in the book received file answer many purposes.

1. They are a list of the books in the library arranged alphabetically by author's name.

2. They are the basis for computing insurance. The value of the contents of libraries is roughly estimated at \$1.00 a volume and insurance is generally for 65 per cent. or 75 per cent. of that amount.

3. They are used to check up the books on the shelves in taking inventory.

4. They should be consulted in book selection to prevent duplication.

5. They form an author catalog.

6. They are useful in making lists for the newspapers.

7. They assist the cataloger if slipped into the new book temporarily until the catalog cards are made.

8. From the corrected book order cards is made the title list for a title catalog.

9. In some libraries after the books are accessioned a shelf list is made from these cards and the book order cards destroyed. The shelf card contains less information, giving only call number, accession number, author, title and date. If the book order card has been neatly made there is no need of rewriting.

10. They enable the librarian when a book has been purchased at request to notify the individual as soon as the book is ready for circulation that he may have the courtesy of the first reading.

Be very careful that none of these cards are lost or misplaced.

ACCESSIONING.

When comparing book order cards with books received the accession book must be at hand. This is a ruled blank book with spaces to contain accession number, author, title, publisher, date, cost, etc., of each book. The Democrat printing company of Madison, Wis., furnishes these books as follows:

1,000 line book paper cover	\$.75
2,000 line book bound in boards	2.75
5,000 line book bound in boards	4.75

Books are entered in the accession book in the order in which they are purchased, thus receiving consecutive numbers known as accession numbers. The accession number given any book is invariably the one following the entry last made and for this book the number remains always the same, never being changed on any of the records or given to any other book in that library.

Make the entry of the new book received in the accession book and then write the accession number taken from the accession record on the book order card.

Write the accession number taken from the accession record in the book itself on the fly leaf following the title page. In a library that is cataloged the book order card is shut in the book to furnish necessary information to the cataloger and is returned to the "Books received" file after the book is cataloged. In a library not cataloged be sure the order card for a book received does not leave the alphabetic file of "Books received."

After checking by bill and accessioning, the book order card will appear as follows:

Accession No. 2594	Author's name inverted HUTCHINSON, WOODS		
Date ordered 8-5-10	Title INSTINCT AND HEALTH		
Of McC.			
Received 9-3-10	No. of Copies 1	Vols.	Date (O) 1908
Cost .88	Edition	Publisher N. Y. DODD	Price **\$1.20 net
Class No. 613	Recommended by MRS. MARY BROWN		
L. C. card No. 8-30538-3	Reviewed in A. L. A. BOOK LIST JA. '09		

TITLE LIST.

Title cards for each book should next be made from the corrected book order cards and filed alphabetically by titles.

In libraries that are cataloged the title list is not needed.

Title cards contain the accession number or book number, short title of the book and author's name abbreviated. If the library is classified the class number also is added.

817		TRAMP ABROAD
	CLEMENS, S. L.	

The title list enables the librarian to ascertain quickly whether the book called for is owned by the library. It is also a convenience in ordering books. If a borrower asks for a book by title and the author is not known, the title list

gives the author's name and thus locates the book on the shelves.

MECHANICAL PREPARATION.*

COLLATION. The book having been selected, ordered, received and accessioned is now ready for the mechanical processes which prepare it for circulation. The first process in collation is

1. **OPENING A BOOK.** Place the book with its back on the table holding leaves in one hand. Open first one cover and then the other and a few leaves alternately from each side, pressing down gently as they open flat until center of book is reached.

2. **CUTTING OF LEAVES.** Cut the leaves with a bone or ivory cutter noticing if the paging is consecutive. If the book is imperfect through insertion or omission of contents return to publisher.

3. **STAMPING.** If the book is a perfect copy, mark with the library stamp. This stamp should contain the name of library, place and state. A rubber ink stamp costs 15c to 25c. The mark from an ink stamp is easily erased. An embossing stamp costs \$2.25 and is satisfactory, making a permanent impression on the page. A perforating stamp costs \$25.00 for 27 letters and 50c for each additional letter from B. F. Cummings, Ravenswood, Chicago.

Books are generally stamped twice, once on the title page and again on some page arbitrarily chosen and always the same.

4. **POCKETING.** Book pockets of strong manilla paper cost \$1.00 for 5,000 or \$1.75 if printed with the rules of the

* Unless otherwise stated the prices of supplies used in mechanical preparation are from the catalog of the Democrat printing company, Madison, Wis. This firm has made a specialty of studying library needs and has many aids and supplies handled by no other house.

library or other suitable matter. Larger quantities may be purchased at lower rates.

Fold the pocket carefully on the indicated lines and crease with a bone folder. Paste thoroughly around the edges and fasten squarely on the inner side of back cover of book a little below the center. Close the book and leave to dry for 12 to 24 hours under pressure. If dating, rental or other slips are to be tipped into the book, paste at the same time as the pocket.

5. DATING SLIPS. A dating slip in a book is not essential but is so great a convenience and so inexpensive that its use is strongly recommended. Slips of thin white paper 2 to 3 inches wide and 6 to 7 inches long, ruled and with a suitable heading printed at the top may be bought; or thin strips of unruled and unprinted paper may be used. On these strips is stamped the date due for convenience of the borrower. Printed strips of bond paper 3x6 inches cost 15c per 100 or 75c for 500. If a dating slip is used the readers card can always be left in the library. There is no danger then of its loss and it is at hand when the borrower wants to draw a book or to renew by telephone or mail.

6. BOOK CARDS. Manila book cards cost 65c for 5,000 and 12c per 100 extra if sent by mail.

In making book cards use one color for fiction and another for non-fiction. A third color may be used for children's books or children's cards may be the same color as adults and marked plainly **J** in an upper corner.

Put on the book card the author's name, the short title and accession number and the call number if the library is classified. Make the book card from the accession book. Then compare with the accession number in the book and mark the pocket.

When the book pockets have dried write on them the accession number of the book previously entered on the leaf following the title page and already compared with the number on the book card. This accession number entered on the pocket and book card is all that is absolutely neces-

sary to identify them but it will be found convenient if author's name in brief and short title are also entered on the book card. In libraries having a typewriter these entries are typed before the pocket is folded.

Place book cards in their pockets, taking pains at the first insertion to loosen carefully any paste that may hinder the easy entrance of the card. The book if a work of fiction is now ready to be shelved.

SHELVING OF BOOKS. FICTION IN LIBRARIES UNDER 2,000 VOLUMES. In some libraries fiction is labeled with book numbers the same as non-fiction. It is unnecessary labor in the small library. Place fiction on the shelves in alphabetical order by author's name and mark the shelves plainly with the corresponding letters.

NON-FICTION IN LIBRARIES UNDER 2,000 VOLUMES. If the library is small it is possible to prepare and shelve non-fiction books the same as fiction. It is much better to have them arranged by class numbers. This is done by placing on the back of cover the class number and sometimes the book number which constitute the call number of the book. If a call number is used it must be placed on the pocket and book card. These numbers show the subject of which the book treats; i. e. the class to which it belongs and also its exact location on the shelf.

A general explanation of the Dewey decimal system of classification may be found under the general heading American library association.

If the librarian does not understand clasification and book numbers, the library commission will send an organizer to start the work and will assist in its continuation.

LOAN.

The book is now prepared for circulation but certain formalities are necessary before it can leave the library.

1. The borrower must
 - a. Pledge to take proper care of the book.

- b. There must be in the book a reminder of the date on which the book is due.
- c. In the case of minors or strangers, some responsible party must guarantee the safe return of the book.
- 2. The librarian must know
 - a. The full name and address of the borrower
 - b. The dates on which the book was loaned and is due.
- 3. There must be provisions for
 - a. Fines if books are kept longer than the agreed time
 - b. Renewal of books at the expiration of specified time
 - c. Regulation of the number of books to be drawn at one time
 - d. Special privileges to teachers.

To secure these results with the fewest rules and thus to give the quickest and most accurate service is the aim of every efficient librarian.

BORROWER'S AGREEMENT. An applicant for books must first sign an application card. This contains the applicant's full name inverted, his address and his agreement to conform to the rules of the library. In libraries where the librarian can have personal knowledge of borrowers, this signed application card is sufficient guarantee. Sometimes the rule is to require a guarantor if the name does not appear in the telephone book or directory.

A guarantor is always necessary for children and is usually required of strangers unless they make a cash deposit of a small sum to be refunded on return of book. The guarantor's pledge is printed on the back of the application card and should be signed at the same time. The tendency in library science is to dispense with forms whenever possible and to make the borrowing of books as simple and easy as is at all compatible with their sure return. After the application card is signed a book may be issued the borrower on a temporary slip giving time to prepare his card before he comes again.

BORROWER'S REGISTER. It is necessary to keep a borrower's register in which the names of applicants are entered at the time their cards are made out. The number of

entry in this book gives the reader's number always to be used on his card just as the number taken from the accession book is always the book's number. This register should contain the date of application, the reader's number, the number of cards issued, (whether one for all books or one for fiction and one for non-fiction) the age if a minor, whether a resident of the city, whether a new application or a renewal, the name in full and the address in full.

From this book is footed monthly the total number of new cards issued, the number of children's cards and of non-residents cards for the monthly report.

READER'S CARDS. After an application card has been signed a reader's card is made out for the applicant. This card contains

1. Reader's number on both sides of the card
2. Name (inverted)
3. Address. This is necessary only in large places
4. Date of expiration of card. (usually 3 to 5 years after date)

Reader's cards bear on both sides a number given consecutively in the order in which the cards are issued. This number is the "reader's number" and for brevity is used in place of the reader's name in charging books. If Margaret Brown's number is 79, when charging books to her is it only necessary to enter 79 and the date on the book card. The cards are filed numerically and the name for which 79 stands is easily found when wanted in the borrower's register.

The smallest library may loan fiction and non-fiction on one card, stipulating only two books may be out on one card at one time, or there may be a yellow card for fiction and a pink one for non-fiction made for each reader after the application card is signed. On the fiction card but one book is issued at one time. Upon the non-fiction, two or more may be taken at one time.

If only one card is issued non-fiction may be checked on the reader's card by a symbol to avoid confusion. e. g.

Vanity Fair if its accession number was 73 would be entered 73. Industrial education for the negro # 83.

Books can not be loaned an individual unless his reader's card is at hand. Some borrowers prefer to leave this card always at the library. This can be done if a dating slip has been tipped in the book on which to stamp the date due. Otherwise it is necessary to leave the reader's card in the pocket to enable him to return the book before a fine becomes due. Such of those cards as are left by borrowers in the library are filed alphabetically by names or numerically by borrower's number.

In loaning books the book card which has been made and placed in the pocket of the book is taken out and on it is written the number from the card of the reader who wishes to borrow it. A date is next stamped on the book card. Some librarians stamp the date taken out, others prefer to stamp the date the book is due to be returned as this helps the borrower to avoid fines. If date due is stamped, three day magazines, seven day books and fourteen day books may all be entered on the same reader's card which is an advantage in the small library. The same date is stamped on the book card, on the reader's card and on the dating slip if one is used. The book card is then filed in a tray at the loan desk. The reader's card is placed in the pocket of the book unless the reader wishes it left at the library.

TEACHER'S CARDS. It is customary to have a special card for teachers. This may be the same card issued to other readers with a T plainly placed in an upper corner to distinguish it; or it may be a folding card to contain more entries and labeled Teacher's card. On teacher's cards it is customary to issue at one time as many non-fiction books as may be needed for study and the time for loan is at least one month with privilege of renewing.

CIRCULATION STATISTICS. The book cards are dropped in a box or drawer during the day and at closing time are counted. This gives the daily circulation. If in making the book cards two colors in cards have been used, one for

fiction and one for non-fiction, it is easy to sort them and record the number of fiction and non-fiction books circulated. If the cards for children's books are a different color or have been marked x it is also easy to count the number of adult and children's books circulated.

The keeping of statistics is an important part of the librarian's work. Blanks for the purpose will be furnished by the commission and the desired methods explained by the organizer.

RENEWALS. It is customary to renew books for 7 or 14 days when requested. The reader's card must be at hand on which to enter date extension. Prefix to this date "R" to indicate renewal. If reader's card is kept at the library renewal may be made by telephone or mail. It is not necessary to have the book in making renewals if it is entered on both book card and reader's card.

FINES. It is customary to charge a fine for books not returned by the date due. This fine varies from 2c a day to 5c a week. The rules of the library are printed on the book pockets. They should be posted in a prominent place in the library and printed in the local papers until the public is thoroughly familiar with them. Whatever rules the library adopts should be courteously and firmly enforced without partiality.

After counting the book cards for the day and recording the statistics, place the cards in a bunch in numerical order fastened together by a rubber band at the back of all the similar bunches for the preceding fortnight. Mark each bunch with the date of the day due so that when the book is returned the book card for it can be quickly found in the bunch marked with that date. Bristol guides may be used for this purpose. Metal dates are better.

As books are returned and each book card is withdrawn from the bunch with which it was filed the book cards remaining in that bunch when the date arrives show the books overdue. If after three days delay they are not returned a notice should be sent the borrower of fine due.

This must be carefully worded not to interfere with postal regulations. Samples of cards for fine notices will be sent by the library commission on application. If the fine is not paid on return of the book, a statement of the amount of the fine should be stamped on the reader's card and a slip stating the amount kept in a file by borrower's number until paid. If fines are persistently ignored by borrowers it may become necessary to withdraw privileges of the library.

RENTAL. Small libraries can not afford to buy the latest fiction. They should always wait for the discount which comes at the end of the first year. On this account some libraries establish a rental collection which consists of new novels rented at 5c a week. As soon as a book has circulated enough times to pay for itself, it is put in the free circulating department. Some libraries make enough by rental to add materially to their book fund. Other communities object to any charge being made for books in a public library. If the experiment is made it is better to begin with only a few books perhaps half a dozen of the "best sellers" and enlarge gradually if it proves a success.

Rental books should have a label "Rental" tipped in by the dating slip. The slip should show the amount "5c a day" or "2c a day," or whatever is the rental price agreed upon. Rental fines are usually double other fines. Rental books may be charged on the same card as other fiction by prefixing a symbol.

RESERVES. It is customary to reserve non-fiction books on request holding them a day or two until the person wishing them can be notified that the books are waiting. Books purchased at the request of an individual should be reserved for his first reading.

WITHDRAWAL.

Several reasons may lead to the withdrawal of a book:

1. It may have been exposed to contagion.
2. It may be worn past rebinding.
3. It may be lost.

4. It may be a book acquired by gift or otherwise not thought suitable for circulation.

Whatever the cause of withdrawal the process is the same. The essential requisite is a strong blank book ruled for the purpose. One may be obtained for 75c. The books to be withdrawn are entered in this withdrawal book one copy or volume to each line. Enter the author, title, date, cause of withdrawal and other items needed to complete the record. The consecutive number coming to each book as it is entered is its withdrawal number. Enter the withdrawal number on the book card with the letters w. d. thus w. d. 35. These entries are often made in red ink across the face of the card. File the book card in an alphabetical file of "Books withdrawn."

Make a book order card for such of the volumes as are to be replaced and file in "Future orders." If the library is cataloged and the book is to be replaced at once, file the catalog cards with the order cards till book is ready for cataloging. If not to be replaced, destroy catalog cards.

If the book once withdrawn as lost is found, accession as a new book giving new accession number.

The withdrawal record is important in keeping track of each book in the library and also in making possible an accurate statement of total number of volumes belonging to the library.

CARE OF BOOKS.

CONTAGION. Books exposed to contagious diseases such as scarlet fever or diphtheria should be destroyed in the place where exposed and the library should bear the expense of replacing.

CLEANING. Books much soiled in circulation may be scrubbed with a damp cloth and white soap and after drying given a coat of shellac with a soft flat brush. Do not have the varnish too thick. Thin with wood alcohol.

If margins are too soiled to clean with an eraser use powdered pumice stone on a cloth dry or moistened slightly.

Leather books are cleaned with milk.

If light colored books are coated with shellac before circulating they will keep from soiling longer and clean more easily.

MENDING. Books in circulation soon show wear. The careful librarian is constantly watching to tip in a loose leaf or mend a torn page. Some books will circulate as many as forty times before they are worn out. Others have loose leaves or broken backs after a dozen readings. The librarian needs always at hand paste, paper cambric, outing flannel, needles, thimble, thread and thin tissue or onion skin paper.

White paper cambric (8c a yard)

White outing flannel (8 to 10c a yard)

Needles, No. 4. Also a few curved ones.

Thread, linen—Hayes No. 25 or Barbour's No. 40.

Onion skin paper. A little can sometimes be obtained from the local banker. It costs 50c a quire ungummed. It is used to paste over torn leaves and is strong and also so transparent the print can be easily read through it.

Multum in parvo binders are a convenience. These are one inch strips of cloth sewed through the center and offering 4 gummed edges 1-2 inch in width to which to fasten plates or loose leaves.

Loose leaves can be tipped in with paste. Loose covers can be fastened with Sticktite glue, which can be bought of the Queen City paper company, 420 W. 4th St., Cincinnati. 5, 10 or 15 lb. cans cost 15c a lb. f. o. b. If the sewing is broken the book must go to the binder.

Satisfactory mending can be done on:

Torn leaves

Loose leaves

Loose sections

Split hinges

Torn covers

Side papers

End papers

Loose backs

New back

Mended books must be thoroughly pressed under weight if there is no letter press.

SHELVING OF BOOKS. Never stand books on front edges. It breaks the backs. Book supports are necessary to keep books upright on the shelves. They cost 10c apiece or \$7.50 per 100 if bought of the Library bureau, Chicago, but soon pay for themselves. The strain on a book which does not stand upright breaks the threads and makes early rebinding necessary. A brick or block of wood neatly wrapped in heavy paper is used as book support when the tin ones cannot be purchased.

OVER-SIZE BOOKS. Have lengths of board painted black and lettered with call or accession number in white, standing where over-size books belong on the shelves. A label pasted on the side of the "dummy" reads: "This book to be found on shelf for over-sized books."

DUSTING. Floors should be dampened before sweeping that the least possible dust be raised. Books not circulated constantly will need frequent and thorough dusting with a clean, soft cloth.

PUBLICITY.

No matter how well administered a library may be it fails in its object if it does not keep the public interested. The local paper is usually willing to insert free of charge any items of news concerning the library. Invitations to come in and look over the books and explanations of the rules governing their circulation should be often published until they become well known to the public. Some librarians keep a standing advertisement in the paper to this effect:

Evanstown Public Library
Corner 10th St. and Ave. A.
Everybody Welcome.
9 a. m. to 9 p. m. week days,
2 to 5 Sundays.

This is especially desirable for the library that is not

open every day or evening in the week. A card to the same effect plainly lettered should be placed prominently in the post office, in the railroad stations, in restaurants and other public places. Conspicuous near the entrance to the library should be a card stating the hours open. Make the entrance as attractive as possible so that it may seem to welcome guests. Post at the entrance notice of any special attraction as "Picture exhibit this week."

In preparing notes for publication a few brief items often repeated accomplish more than long articles. Ask members of the community to write out briefly their opinion of new books read and post in the library and print in the papers. Prepare reading lists on timely topics such as Halley's comet or King George V.

In advance of special days such as Lincoln's birthday or Decoration day, prepare lists of books and recitations to suit the day. Invite the teachers to the library some Saturday morning and talk over plans for helping one another. Show them the books you have that will help them on their different subjects. Show them the books for the different grades of pupils. Ask them to notify you in advance when a class is to look up a subject so you may have all the material in the library ready. Ask teachers to bring their pupils by grades and show them how to use the library, how to care for books and how to find them on the shelves.

Ask your board to help you hold an informal evening reception for the public. This is especially enjoyable when a number of new books ready for circulation can be exhibited. Some commissions loan art books, pictures, etc. for such exhibitions.

Have a bulletin board on which you can pin up quickly the attractive paper covers of new books, placing the books themselves on a shelf beneath; or in spring a collection of colored plates of birds; or a series of cartoons from daily papers. Any bulletin that attracts the eye and leads people to read the books you wish to have circulated is a success if it does not require time in preparation. These are but a

few hints to suggest to librarians methods of publicity. Details of the work vary with the wit and originality of the librarian and the co-operation of the community.

STATISTICS.

In even the smallest library a few records must be kept. The librarian should be able at short notice to report exactly the condition of her library to the board. She should prepare a monthly statement of the circulation, books purchased, fines collected, gifts received and special work done. If the accession records have been kept up and the circulation is recorded daily there will be no difficulty in furnishing the required statistics. The terror of statistics will vanish if accurate daily records are kept. To find the number of books, magazines and pamphlets received in any month foot the entries for that month in their respective accession records. To ascertain the exact number of books in the library at any time deduct the total number of withdrawals from the last accession number.

Any stationery may be ruled for statistic blanks or blanks may be purchased from the Democrat printing company at 6c a sheet.

- Form 1 Summary of additions and withdrawals
- " 2 Classified summary of additions and withdrawals
- " 3 Circulation statistics
- " 4 Binding record
- " 5 Financial record
- " 6 Record of fines
- " 7 Renting collection record.

Forms 1, 5 and 6 are specially needed in the small library.

In most states the law requires annual reports to the city council and to the state commission. Blanks for recording statistics are often furnished by the commission in order to secure uniformity of reports and assistance in filling them out is gladly furnished until the system is understood.

LABELING.

The library that is to be classified will need labeling.

There are two methods of labeling books for the shelves;

by affixing gummed labels on which are written the call number or accession number; or by lettering directly on the back of the book with white letterine or with India ink.

The supplies for the first method are:

Dennison's A 44 (round) white gummed labels

2 camel's hair brushes (1-4 inch)

Strong ammonia, 5c

India ink, Higgins American, 1 bottle 25c

White shellac varnish 10c

White blotting pad

Small dish (glass preferred) with wet sponges.

Dennison's gummed labels come 1,000 in a box at 25c a box, postage 2c extra. Dampen thoroughly with a wet sponge and press firmly in place.

Before beginning the labeling of books place a label on blotting paper and mark around it four lines that are one and one-half inches from the label at the nearest point of contact on each of the four sides. If the label is a circle this piece of blotter when cut along the lines will be a square. Cut out the exact center just the size of the label used. The result is a marker to be used in labeling books. Placed at the lower edge of the back of a book, it makes possible the use of ammonia and varnish through the aperture without danger of spreading. It also insures the placing of labels at a uniform height which adds to the appearance of books on the shelves. If old labels are to be removed, dip a pad of blotting paper the size and shape of the label in water and lay it on the old label for five or ten minutes. The label can then be lifted off with ease and ammonia used to remove the paste underneath.

If it is a new book the varnish must be removed beneath the label in the same way. After the exact spot on the back has been prepared, moisten the back of the label and affix firmly, using the marker to get the exact location. With India ink and a pen place on it the accession or class and book numbers previously ascertained, varnish with shellac and leave to dry. Some librarians use pyrox instead of shellac, claiming it does not discolor the label. Let the

varnish when applied extend a quarter of an inch beyond the label. Soiled labels can then be washed without being loosened by the moisture.

The complaint is often made that labels crack and soon peel off. The labels on the market have not been made primarily for librarian's use and are of too poor paper to last. The Democrat printing company has recently prepared labels of heavier paper which it is hoped will prevent or at least longer postpone the untidy appearance which comes to shelves of labeled books.

The figures may be placed directly on the back of books with white letterine or black India ink. If the figures are well made, this is when new more attractive than labels. It is doubtful if the marks remain legible as long as when written with ink on labels.

Letterine requires skill in use as it is applied with a fine brush. It is the most successful method when well done as labels crack in time and look ragged. White letterine may be bought of Davids & Co., 127 Williams St., New York. Shake often, thin with water and apply with a brush like paint.

CLASSIFICATION AND BOOK NUMBERING.

CLASSIFICATION. Classification is so great a convenience in a library it should be begun at the earliest possible date. With the help of an organizer an untrained librarian can learn to group books in the first broad classes. An explanation of the system will be found in the introduction. Before beginning classification the library will need to own one of the following books:

Dewey, Melvil. Abridged decimal classification and relative index. Chicago, 1894. \$1.50. Library bureau.

This is a short form of classification for small and slowly growing libraries.

Decimal classification and relative index. 6th ed. Chicago, Library bureau, 1899. \$5.00.

A library of 5,000 volumes needs the latter and it is better

for the small library to start with this if it can afford the initial expense.

For help in classification the librarian should consult

A. L. A. catalog

A. L. A. booklist

Pittsburgh catalog and monthly bulletin

New York state library annual bulletin of best books

In some one of these the classification number can usually be found.

BOOK NUMBERS. When class numbers are given to a book there is generally a Cutter book number added to make up what is known as the call number. The Cutter number shows the location of the book on the shelves. If the Cutter numbers are to be added it is necessary to have

Cutter, C. A. Three figure decimal alphabetic order table. Chicago, Library bureau. \$2.25.

"A scheme to give each work its own exclusive book number so arranged that the books stand on the shelves alphabetically by authors under each subject."

There is a two-figure arrangement of the order table at \$1.50 which is good for the smallest libraries but it is better to begin with the three-figure one and not have to assign numbers over when the library outgrows the two-figure table.

Steel shelf label holders are necessary to label the shelves after classification of books and cost 10c apiece or \$7.50 a hundred. Fifty label holders for 1,000 volumes are generally sufficient. In ordering shelf label holders always give thickness of shelf whether 1-2 inch, 7-8 inch, etc.

CATALOGING.

Libraries should not begin to catalog until able to employ a librarian with technical training to continue the work. Hence it is seldom feasible in libraries under 4,000 to 5,000 volumes.

When the small library desires to catalog, it should consult the commission as to methods and supplies. Where

help is scarce the Library of congress cards should be used whenever possible.

Rules for their ordering and use are given in full in

- L. C. Printed cards. How to order and use them, by Charles Harris Hastings, chief of the card section, L. C. Washington, D. C. Free on application.

The librarian should also have

- Cutter, C. A. Rules for a dictionary catalog. 4th ed. Washington, Government printing office, 1904. Free. (U. S. Bureau of education. Special report on libraries. part 2.)

The expense of L. C. cards is about 4 to 6c for each book. Other supplies needed are for 1,000 volume library.

4 tray catalog case \$7.40

Buff bristol guide cards. These cost 40 to 50c per 100 according to quality. Postage 13c extra. 200 in thirds will be needed for 1,000 volume library.

- A. L. A. List of subject headings for use in dictionary catalogs. 2d ed. rev. Chicago, A. L. A. publishing board, 1905. \$2.00. A new edition in preparation.

Dewey, Melvil. Simplified library school rules. Chicago, Library bureau, 1898. \$1.25.

Simple rules for capitals and punctuation in cataloging, also for alphabetizing.

Red ink, Carter's preferred.

Linen thread, coarse white.

In the small library three stamps will be needed worded as follows:

"Material on this subject will be found under"

"To be found in this catalog under"

"See next card"

A library of 5,000 volumes will need 9 tray catalog case costing \$18.00 and another stamp worded "This subject as it concerns a particular country or locality is discussed under the name of the country. For example:"

Otherwise the supplies needed are the same as for 1,000 volumes except in quantity.

One of the best aids in understanding cataloging is

- Hitchler, Theresa. Cataloging for small libraries. A. L. A. publishing board, 1905. 15c.

PERIODICALS.

NEWSPAPERS. Local and state papers and as many as possible from the nearest large cities as St. Paul, Minneapolis and Chicago should be always on hand in the reading room. Local papers can often be obtained as gifts from the publishers. State papers and the metropolitan dailies must be paid for unless some public spirited citizen donates them. It is not necessary to accession newspapers. Simply keep a list of these received regularly stating price if purchased or source if a gift.

CARE OF PAPERS. The best way to care for papers in the reading room is to hang on rods. The J. G. Atwater company, Providence, Rhode Island furnishes a simple hanger of rods between which the paper is slipped and the rods fastened together by rubber rings. The paper is left in the rods while being read. These come in different lengths. The 26 inch length costs 75c for the two papers. With these rods is needed a rack for wall or floor on which to place the rods when papers are not in use. Racks in wood to match the furnishings of the library cost \$5.00 to \$10.00. The Library bureau, Chicago, furnishes the Athenaeum newspaper files. In these small rods named for the days of the week hold each daily issue while a wide rubber band fastens securely together the rods for the week. These are listed at the rate of 10 for \$8.75 with the rubber bands 20c extra. Leave the daily papers on file for three days and the weeklies for one week. Then fold in quarters and then in eighths and stand upright so that the date shows on the side and store where they are easily accessible if called for in reference work.

MAGAZINES. What are the best magazines for first purchase in a small library? This is always a debatable question. An excellent work on the subject is

MacDonald, Katherine I. *Magazines for the small library.*
Wisconsin library commission, 1908.

Every library reading room should contain at least

1 Illustrated weekly—Collier's preferred

- 1 Children's weekly—Youth's Companion preferred
- 1 Publication for women—Ladies home journal preferred
- 1 Publication for men—Saturday evening post preferred
- 1 Weekly devoted to current events—Outlook or Independent
- 1 1st class monthly—Scribner's or Harpers or Century
- 1 Magazine for applied science—Popular mechanics or Scientific American supplement
- If these are too expensive use McClure's
- 1 Magazine for short stories and drama—Munsey's or Everybody's or Hampton's
- 1 Magazine for chronicle of achievements and progress in civilization—World today or World's work

Additional magazines to be obtained if possible are:

St. Nicholas' monthly for young folks

Garden magazines. Gardening indoors and out; planning grounds and buildings

If a muckraking magazine is wanted take

The American magazine or Cosmopolitan

For record of practical work in philanthropy and social improvement take the

Survey, formerly known as Charities and commons

If more can be subscribed for it is well to take both titles in the above list where an alternative is offered. The following brief notes on various magazines may help in selection.

CENTURY. \$4.00

Scholarly, conservative. Especial attention to biography, history, art, description and travel. Valuable for reference. Always worth binding.

COLLIER'S WEEKLY. \$5.20

The best illustrated weekly. Treats political and sociological questions in an entertaining and fairminded way. A few short stories.

EVERYBODY'S. \$1.50

One of the most popular of the cheap magazines. Sensational articles on present day problems. Drama. Short stories.

HAMPTON'S. \$1.50

Strong on questions of the day. Gaining in popularity from articles by Peary, Evans and production of Chanticleer.

HARPER'S MONTHLY. \$4.00

More popular than Century. Gives less biography, history and art, and more science, exploration and fiction. Every library should have it and bind.

INDEPENDENT. \$3.00

Not so well known as the Outlook but much the same in plan. Acceptable to a class of readers who consider the Outlook sectarian.

LADIES' HOME JOURNAL \$1.50**SATURDAY EVENING POST \$1.50****YOUTH'S COMPANION \$1.75**

Endeavor to obtain several copies of these publications as gifts from subscribers who read them at once and do not care to keep. Whenever possible save the funds of the library for publications not so generally found in the homes.

McCLURE'S. \$1.50

Best of cheap monthlies. Strong in biography and short fiction.

OUTLOOK. \$3.00

The weekly is one of the most read periodicals for current events and popular subjects. The monthly magazine number includes illustrations and short stories.

POPULAR MECHANICS. \$1.50

Contains applied science briefly told to interest boys and untrained workmen.

ST. NICHOLAS. \$3.00

The best monthly magazine for children. Contains short and serial stories and nature study.

SCIENTIFIC AMERICAN SUPPLEMENT. \$4.25

Short articles on scientific subjects presented in a way to interest the public. Good for reference work.

SCRIBNER'S \$3.00

About the same class as Century and Harper's; less expensive and containing less matter. Especial attention paid to illustrations. Is popular and at the same time appeals to cultivated, literary taste.

WORLD'S WORK. \$3.00

Up-to-date, optimistic, well illustrated.

SUBSCRIPTION AGENCIES. Never subscribe for magazines singly. Make up a list of those desired and send to sub-

scription agencies for club rates. Much money may be saved in this way. Arrange to have all magazines expire in the same month, preferably at the end of the year so that they may be renewed at the same time. The names of several subscription agencies are given below and also an address for foreign periodicals.

Grumiaux News and Subscription Co, Le Roy, N. Y.

W. H. Moore, Brockport, N. Y.

Postal Subscription Co, Medinah Building, Chicago.

Subscription News Co, Chicago, P. O. Box 807.

G. E. Steckert & Co., 129 W. 21st St., New York City. Foreign periodicals.

CARE OF MAGAZINES.

COLLATION AND ACCESSION. On receipt of magazines cut the leaves carefully noting if there is any error in paging. Make a separate list for periodicals. Do not enter them on the accession book. In large libraries a card is kept for every periodical on which to check the receipt of each number. In small libraries a blank book or even a large sheet on which to enter the name of magazine with year, and space following to rule for the abbreviation of each month as it is received is sufficient:

1910	Ja	F	Mr	Ap	My	Je	Jl	Ag	S	O	N	D
McClure...	✓	✓	✓	✓	✓							
Scribner...	✓		✓	✓								
Youth's Companion	✓✓											

Make a check mark each month as received. If the periodical is a weekly make a mark for each week. On receipt of a magazine enter it on the magazine list and if it is to be circulated place the corresponding number on the outside and inside of the magazine.

MAGAZINE HOLDERS The cheapest magazine holder is the Ballard Klip used over paper cover. These are steel springs closing firmly on one or more magazines and holding them

into a strong strip of manilla paper. Two springs or klips are used on each cover.

Ballard klips. 13 clips in a box, 50c. Keys which fit all sizes of clips, 10c per pair. Sample boxes holding 2 each of 7 sizes and a pair of keys, 75c.

Good magazine holders are the Johnston and the Gaylord. Whenever possible libraries should have them for magazines on the reading table.

Wm. G. Johnston Co, binders. Sample sent postpaid for examination. It can be returned and the firm will refund return postage if not satisfactory. Prices \$1.00 up according to size and style. Style D cowhide Russia leather back and corners, cloth sides to match color of leather, cost \$1.35 for 10 1-2 x 8 and \$2.75 for 17 x 13 inches. A new feature of these binders is the Johnston extender. Sixe 10 x 7 1-2 inches 80c a dozen. 16 1-2 x 12 1-2 inches \$1.60. This extender prevents the magazine from slipping into the holder too far to be easily read.

Gaylord Bros. visible binders.

This is an inexpensive and satisfactory binder for magazines in use, consisting of two pieces of binder's board covered with marbled paper and fastened together at the back with gummed binding strips into which the magazine is easily fastened. These binding strips come in varying widths to suit the thickness or number of magazines to be inserted. The strip is cut away in the back to show the name of magazine. The sizes run from 5x7 inches to 14x16 and the cost from \$1.20 to \$4.50 per dozen.

Magazines should be left on the reading table at least a month. Some libraries keep the current number and the one preceding it together in the binder, others circulate magazines as soon as the new issue arrives allowing borrowers to keep each number only three days.

CIRCULATION. Before being circulated unless binders are used the magazine cover should always be strengthened by one of the following methods. Carefully remove the entire cover of the magazine. Cut heavy manilla paper about 6 inches longer than necessary to go around the magazine so as to fold over 3 inches on the longer open edges. i. e. if

magazine measures 8x12 the strip must be 12x22. Fold to crease the center, cover magazine back with paste and place in center of manilla cover. Turn overlapping ends of manilla down over a few of the advertising pages and paste firmly. Paste the magazine cover on the outside of the manilla cover. This method of covering is strong and durable but fastens together several pages of advertising and often conceals the table of contents.

Another method is to cut two pieces of manilla paper the exact size of the cover and paste on the inner side of each cover of the magazine. A narrow strip of coarse cheese cloth or sizing is sometimes pasted over the back to strengthen the hinge. This method makes a more attractive looking magazine but is liable to come loose at the back and need repasting.

During the months the magazine circulates it is convenient to have them stand on the shelves in pamphlet boxes. When no longer in demand for circulation the magazines should be tied up in strong manilla paper to await binding. Tie in one package the numbers making a volume—usually six. Write plainly on outside of package the name of magazine, months and year and whether the set is complete. Missing volumes needed to complete a set may be obtained from

H. W. Wilson Co., Minneapolis.

F. C. Schottin, Buffalo, N. Y.

BINDING. No work in the library requires more technical skill than the arrangement of magazines for binding.

1. **WHAT MAGAZINES TO BIND.** The small library should not attempt to have full sets. They are the luxury of the private collector and the library of ample means. They involve too much expense in procuring, binding and shelving and many of them are of little actual value in today's work. "Is the magazine indexed is the first question to consider in binding. The small library will have the Eclectic catalog which indexes 20 magazines and is \$3.00 per year. Larger libraries will have the Reader's guide which indexes about

70 magazines and costs for the first volume 1900-1904 \$16.00 and \$12 a year for each year following. The magazines indexed in the Eclectic catalog are as follows:

Arena	Ladies' home journal
Atlantic	McClure
Century	North American review
Charities and commons	Outlook
Chautauquan	Review of reviews
Cosmopolitan	St. Nicholas
Current literature	Scientific American
Educational review	Scribner
Harper	World today
Independent	World's work

Oversize magazines such as Ladies home journal, Collier's weekly and Saturday evening post and Youth's companion are better worn out in circulation in the small library as they do not fit shelves and are not conveniently handled as books and (excepting the first) are not indexed in the Eclectic catalog.

2. WHAT YEARS TO BIND. Begin the year preceding the current one and bind back as far as the special needs of the community require. Back to 1900 is far enough for most magazines. Harper's monthly from 1880 to date is useful for club and reference work.

3. HOW TO BIND. There is great variety in the magazine issues. Some begin their volume number in November; more begin in January. Some have 3 or 4 volumes to the year; most have only 2 volumes. Some have changed size several times as the Chautauquan. Some have been absorbed by another magazine as the Scribner by the Century in 1882. Scribner published 22 volumes and then combined with the Century. Volume 23 is bound as Century, old series 23, new series 1. Hence the lettering on the back:

O. S.

23

N. S.

1

Scribner began again in 1887 but it made no change in the lettering of the Century which 1909 was 77 n. s. 55, the letters o. s. being frequently omitted.

Some magazines send an annual index to be bound in. With others it must be applied for. Some put title page and advertisements all at the back of bound volumes; others save no advertising matter or only a characteristic month as the holiday number. Others consider advertisements a vital part of a modern magazine and bind just as received. Some use title page before each month's issue. Some obtain the volume title page for each bound volume and others overlook it. These are but a few of the details that must be considered in the accurate binding of magazines. There are many complications of paging. Each magazine must be studied for its peculiarities before the numbers are finally tied up and the instructions for the binder completed. Binding slips on which to enter explicit directions for each volume cost only 10c a 100. Three-fourths leather is the best binding for magazines. This gives corners and back of leather. Magazines should remain a month at the bindery to prevent warping on shelves.

As soon as magazines are bound they are withdrawn from the magazine record and accessioned and circulated as any new book.

PERIODICALS. HOW ACCESSIONED. A cheap blank book with ruled lines will answer for the accessioning of periodicals. Have separate books for magazines and pamphlets. At the top of the page place month and year. Enter magazines by titles and pamphlets by catch titles followed by author abbreviation, in their respective accession books and numbering consecutively the same as for bound books, prefixing an m for magazines and p for pamphlets. i. e. m 14 or p 14. This is for convenience in charging as the accession number may be used 3 times; once for a book, which would be charged as 14 once for a magazine which would be charged as m 14 and again for a pamphlet p 14. Stamp the library name at two fixed places in the reading pages of the

magazine. Enter the magazine accession number on the first reading page as m 14.

How LOANED. Magazines are usually loaned for 3 or 5 days only and should bear a 3 or 5 day slip tipped in a prominent place. These cost 5c per 100. In place of a book card a magazine may have short title, month and year of magazine placed on a strip of cardboard about 3x6 inches. P slips can be used if there is no cardboard. Slip this in the magazine while in the library and when the magazine is to be taken out, stamp on this the date and reader's number and keep this slip filed until the magazine is returned. Keep these slips alphabeted in bunches according to date loaned. When the magazine is returned, stamp date of return on slip filed and replace in magazine.

PAMPHLETS. Enter on a strip of cardboard or on a P slip author's name abbreviated and short title of pamphlet (to keep in pamphlet when on shelves) and circulate the same as magazines, or pocket and circulate the same as books. Place the accession number or the classification number (if the library is classified) on the outside and inside of pamphlets and arrange them on the shelves the same as books, i. e. alphabet them in by authors if books are shelved in that way or arrange with subjects if the library is classified. Pamphlets may be grouped the same as periodicals in labeled pamphlet cases and placed on the shelves at the end of books on that subject. Pamphlet boxes if they can not be obtained from the local dealer may be purchased from Schultz paper box company 6-18 Superior St., Chicago. Size 4x10x7 costs \$6.00 per 100. Or from the Democrat printing company, Madison, as follows:

No. 0, 9 1-2x7x3 cost 18c.

No. 1, 11x7x3 cost 21c.

No. 2, 12x9x3 cost 24c.

Thirty-three and one-third per cent. discount on lots of 10 or more.

Single pamphlets for circulation may be enclosed in covers of stiff manilla paper or pasteboard, laced or tied in with

tape. The number under which it circulates should then be placed on the outside of the cover. When a pamphlet is bound withdraw it from its accession record erasing from the pamphlet the number it had as a pamphlet and writing in the new number which belongs to it in the accession record of books.

PART II.—EQUIPMENT.

LIBRARY BUILDINGS.

AID IN BUILDING. The assistance of the state organizer should always be asked in planning library buildings. The improvements in library architecture are so rapid only the specialist can keep up with them and the details of planning that would be overlooked by building committees will be supplied free of charge by the organizer and will make a great difference in the economy and convenience of administration through the years. The following books are specially helpful:

Marvin, Cornelia. Small library buildings. Chicago. A. L. A. publishing board. Paper, \$1.25. Cloth \$1.50

This book of plans showing exteriors and interiors of 20 libraries costing from \$2,000 to \$75,000 will be loaned by the commission to any town in the state contemplating the erection of a library building.

Soule, C. C. Library rooms and buildings. Chicago, A. L. A. publishing board. 5c each or \$1.00 per 100.

"Shows how a beginning may be made in small quarters and gives general directions for growth and enlargement as well as for a library building."

Wisconsin library commission. Some Wisconsin library buildings. Madison, published by the commission.

Gives pictures with brief notes.

Every library should make as large a collection as possible of post card pictures of libraries. They make an interesting exhibit and prove valuable when building is contemplated.

CARNEGIE BUILDINGS. The generosity of Andrew Carnegie has made possible the erection of many library buildings. The amount of his gift to any community is based on population, not over \$2.00 per capita being given. The city

must guarantee an annual maintenance fund equal to at least 10 per cent. of the cost of the building. A \$15,000 Carnegie building must have at least \$1,500 a year for running expenses. Carnegie does not buy the lot nor furnish the equipment excepting such furnishings as are built in His fund can not be used for books. His address is 2 East 91st St., New York City. His secretary is J. E. Bertram.

Towns should not be in haste in assuming perpetual responsibility for a building that may prove more expensive than they need. In the development of a library, books and the personality and training of the librarian are of more importance than a building.

LIBRARY FURNISHINGS.

In a new library building the shelves are generally built in and most of the furnishings included in the specifications. If bare rooms are to be furnished the board and the librarian must consider many details of furnishing, heating and lighting. Heat and light are governed by local conditions. If possible have rooms in some public building where heat and light will be free. If the city does not furnish rooms, choose a central location and make it attractive and conspicuous. Use Tungsten lights if possible, preferring ceiling and side lights to table lamps that fix permanently the location of furniture. The initial cost of Tungsten burners is greater but it is saved in running expenses.

FLOOR COVERING. Cork carpet is the only satisfactory floor covering for libraries to deaden sound and prevent dust. It should be cut large and laid down loose for several weeks until it shrinks or expands as the case may be and then tacked very close. Oil before using with boiled linseed oil and turpentine in the proportions of 1-2 pint of turpentine to 1 quart of oil. Rub in thoroughly with a brush. Oil 3 or 4 times a year. Clean daily with water. Choose a piece without pattern and in the best quality. It costs usually \$1.10 a square yard. If it can not be afforded for the whole room, use strips where the most walking is done.

It may be obtained from local dealers or from any large mail order house.

TABLES. There must be tables for adults and lower ones for children. Round tables seating six are preferred. They should be 30-31 inches high for adults and in 3 heights for children—22, 26 and 28 inches. Furnishings are made especially for children or a makeshift may be obtained by cutting down the larger furniture.

CHAIRS. Bent wood chairs are strong, light and easily cleaned. A few arm chairs or rockers are desirable in the reading room but not at the tables. The seats in children's chairs should be 14, 16 and 17 inches from the floor to correspond with the height of tables. The Milwaukee chair company makes a very satisfactory chair which is a copy of the design used in the Pittsburgh library. The curve in the seat makes these chairs comfortable. Chairs should have rubber tipped castors.

LOAN DESK. If a regular loan desk can not be purchased a business desk containing drawers fitted to standard size cards and papers will answer. Sometimes a table must be made to serve the purpose of loan desk, and this can be arranged by using covered pasteboard boxes of standard size for holding cards and records. There must always be a place to lock up fine money and a safe deposit for permanent records such as accession book, and registration book. The loan desk should be not more than 30 inches wide nor 40 inches high. Forty inch with high stool for attendant gives best results.

Additional furnishings are given in the order of importance to the small library. Many of them can be made with little expense by the local carpenter. The commission is always ready to furnish suggestions and specifications.

1. **MOVABLE BULLETIN BOARD.** An upright wooden frame having the upper part filled in with burlap on which to pin pictures, posters, etc., and beneath it a shelf for displaying books is especially desirable. If one side can be burlap and the other black board it is even better. The

uses of such a piece of furniture are numerous, serving as a partition, a screen, an aid in posting notices and reading lists, in displaying new books, in illustrating talks or story hours and when not in use it can stand against the wall requiring little space, or in good weather can be placed outside the entrance with a notice of some special attractions on its blackboard.

2. **NEWSPAPER FILES.** The simplest form of file is a rod the length of the newspaper suspended along the wall over which the paper may be hung when not in use. The Atwater newspaper rods are inexpensive and fairly satisfactory although tiresome to hold long in the hand. The Athenaeum holder is easier to handle but more expensive. Write the Ideal paper file company, Adrian, Mich., for their catalog. In Cornelia Marvin's Library buildings plates 11b and 17c two good racks are shown.

3. **CATALOG CASES.** These will soon be an essential in the growing library. Buy only the best. Write the Library bureau for prices and specify close construction. Be sure the rods and stops are all received. Do not try to economize in the catalog or cases. The catalog involves too much expense in the making to be exposed to dust or dampness or danger of loss.

4. A combination hat and umbrella rack should stand near the door within plain view of the librarian's desk.

5. A five-wheel truck with sloping shelves on which books may be displayed or moved easily about the library is a great convenience.

6. A movable seat facing both ways, the back between being high enough to form a partial screen is convenient to place between the divisions of children's and adult's reading rooms.

Have always on hand a price list of furniture from the Library bureau, Chicago. This firm makes the best library furniture. They take great pains in selecting and seasoning woods to prevent warping and sticking of drawers in cases. Their goods are necessarily expensive and beyond the reach

of many libraries but their catalog will be found helpful in selecting furniture and in suggesting styles and prices. If your local dealer can not construct the furniture needed, ask him for catalogs of library furniture and write the commission stating plainly what you need.

SUPPLIES.

The supplies needed for the various processes described are given below in two divisions, 1st those essential without which the work can not be done and 2nd, those desirable which make the work easier or the result more satisfactory.

Desk supplies

Essential

- Black ink, Carter's "Koal" preferred
- Red ink, Carter's "fast" preferred.
- 2 penholders, one for red ink and one for black
- Any pen points preferred
- Blotters
- Paste
- Calendar
- Pencils
- Steel ink eraser 50c
- Rubber eraser
- Shears
- Soft cloth for dusting, (3)
- Pins,
- Clips
- Rubber bands
- P pads
- L pads

Desirable

- Extra penholders, cork
- Covered ink well with wide opening
- Desk blotters
- Tube of Dennison's art paste or Sanford's library paste
- Thimble
- Card tray for notes, memoranda, etc
- Red pencil for checking

Book order supplies

• Essential

- Book order cards. Obtain from the commission
- Box for filing book order cards. Save box in which the cards are received
- Letter paper and envelopes, business size
- Stamps
- Safe place for filing letters

Price lists from

- A. C. McClurg & Co., 215 Wabash Ave., Chicago.
- St. Paul Book and Stationery Co., St. Paul, Minn.
- Baker & Taylor, 33 E 17th St, New York City.

Desirable

- Tray and guides for filing book order cards

Have a catalog of library supplies from the Democrat printing company, Madison, Wis., for price lists of all kinds of trays and cards.

Stationery with name of library, city and state printed or engraved as heading is desirable. Also stamped envelopes to correspond.

A typewriter is a great assistance in library work if it has a card attachment. If there is no typewriter there should be a carbon duplicator.

There are many good letter files. Wright, Barrett & Stilwell company, St. Paul, Minn. furnish a satisfactory one in heavy paste board with alphabetic divisions of manilla paper.

Collation and accession supplies

Essential

- Hammer for opening boxes
- Bone or ivory leaf cutter, broad flat blade preferred
- Ink stamp with name of library, place and state
- Ink stamp pad
- Accession book
- Catalog cards for making title list of books. Ruled if in long hand; unruled if by typewriter.

Desirable

Embossing stamp in place of ink stamp which is easily erased. For stamps see catalogs of Democrat printing company and Dayton stencil works, Dayton, Ohio.

Mechanical preparation supplies**Pocketing****Essential**

Book pockets unprinted

Bone folder

Paste in quantity. See "Economies for small libraries" for recipe

Camel's hair brush for paste

Soft cloth

Strips cut for dating slips

Book cards

Desirable

Book cards printed with rules of library

Printed dating slips

Rental slips—3 day, 5 day, etc.

Book cards—Yellow for fiction, pink for non-fiction, blue for children's books.

Labeling**Essential**

Dennison's gummed labels

Higgin's India ink

Ammonia

Shellac

Brushes, 2. or

Letterine in place of labels

Loan supplies**Essential**

Application cards, printed with guarantor's pledge on back

Borrower's register

Reader's cards

Set of library dating pencils

Boxes for filing

Guides

Postals for sending notices

Desirable

Readers cards, yellow for fiction, pink for non-fiction,
special privilege cards for teachers

Trays for filing

Smith's numerical steel signals for indicating dates on
cards filed. 35c a dozen. Charles Smith, Exeter,
Nebraska

Postals printed

1. For notices of books due
2. To notify individuals of books reserved
1. To acknowledge gifts

Withdrawal supplies

Essential

Withdrawal book

Book order cards for books to be replaced

Cleaning supplies

Essential

Pure white soap

Basin for water

Powdered pumice stone

Erasers

Desirable

Art erasers

Shellac

Mending supplies

Essential

Onion skin paper. This can often be obtained from the
bank. If not, send to A. H. Abbott, Chicago.

Paste

Brush

Soft cloth

Shears

White paper cambric

Desirable

End paper

Side paper

Sticktite glue, Queen city paper company, Cincinnati, O.

Sewing rack

Curved needles

Book press

Art canvas
 Dennison's gummed cloth tape
 Multum in parvo binders
 Mending materials such as end papers, side papers,
 thread and art canvas may be obtained from
 Democrat printing company, Madison, Wis.
 Gaylord Bros., Syracuse, N. Y.
 The Tribune company, Bismarck, N. D.

Publicity supplies

Essential

Bulletin board
 Dennison's ticket pins Nos. 25 and 27. These may be
 used in burlap and billiard cloth without injuring
 the wall behind it.
 Thumb tacks
 Large alphabet letters for making signs
 Cards in public places
 Reading lists
 Personal contact with the public

Desirable

Use of local papers for advertising, reading lists and
 library notes.
 Book reviews pasted in books
 Story hours, special hours with teachers at the library
 and in school

CATALOGING AND CLASSIFICATION SUPPLIES. The essen-
 tials for these processes have been given under classifica-
 tion and book numbers. On application the commission
 will furnish detailed estimate of supplies fitted to the size
 of library.

Periodical supplies

Essential

Blank books for accessioning pamphlets and periodicals
 Manilla paper for covering magazines
 Heavy wire hung on the wall will hold papers when
 not in use

Desirable

For newspapers, Atwater or Athenaeum files and a rack
 which may be home made

For magazines to hold manilla covers in place, Ballard clips, H. H. Ballard, Pittsfield, Pa.

Johrston or Gaylord binders

For sending magazines to binder, binding slips

Democrat printing company

For keeping magazines and pamphlets on shelves,

Schultz pamphlet boxes, H. Schultz and company,

618 Superior St., Chicago, \$6.00 per 100.

Aids for large library.

Pencil sharpener

Hectograph. A. C. McClurg & Company sell "Todd's Chicago Hectograph" list price \$3.84. 40 per cent discount.

Paper cutter \$2.50 to \$10, according to size

Statistic supplies

Essential

Sheet to rule for daily entry of circulation, books and periodicals received and for monthly summary. Also for account of fines.

Desirable

Printed forms for keeping all statistics, Democrat printing company.

PART III.—SPECIAL AIDS.

GENERAL HELPS.

BOOKS FOR THE BLIND. The blind in any part of the United States can obtain the use of volumes in raised characters free of charge by making application to the Wisconsin free library commission. The United States government carries books for the blind through the mails without cost for postage. This aid to the blind is made possible by the generosity of Judge Pereles and Thomas Jefferson Pereles, Milwaukee, Wisconsin, in commemoration of the birthday of their mother. Their only specification is that all the books circulated shall have cheerful contents. The Philadelphia public library also circulates books for the blind on application.

PICTURES. Inexpensive aids in decorating the library can be obtained from A. W. Mumford, Chicago. For bird day or for a spring exhibit try their life size colored pictures of birds at a penny apiece.

Good pictures at small cost can be obtained from the following firms. Send for catalogs.

Perry picture company, Boston, Mass.

Geo. P. Brown, 36 Lovett St., Beverly, Mass.

Chicago art education company, 1217-1218 Masonic Temple

Detroit photographic company, Detroit, Mich.

A. W. Elson, 146 Oliver St., Boston, Mass. Large carbon photographs and photogravures.

An interesting and valuable book to have in work with picture collections is

Traveling pictures and school room decoration. Published by New York state library. Albany, University of the state of New York. 1900. 50c.

"Gives lists of 100 pictures suitable for high school and

libraries with illustrations, full descriptive notes and details in regard to size and style of reproduction but no prices."

Wisconsin library bulletin, April 1910, contains questions to lead children to bird study; a list for each season of the year.

A set of colored bird slides with a type written lecture may be rented from Charles E. Brown, State historical building, Madison, Wis. For loans of etchings, engravings, etc., write Frederic Keppel, New York City. The only charge is for transportation and insurance.

NATURE STUDY. Topics for nature study and practical suggestions for every month in the year may be found in Wisconsin library bulletin, March-April, 1910, p. 36.

An exhibit for bulletin work is taken from R. B. Hough's "American woods." There are plates showing "transverse radial and tangential sections of wood," each part containing 25 species with descriptive text. Published by the author, Lowville, N. Y.. Seventy-five unmounted sections \$1.00.

ANNIVERSARIES AND HOLIDAYS. Many state superintendents issue school programs for Lincoln and Washington birthdays, arbor day and other special occasions which are to be had for the asking. These will be helpful to the librarian as will also the following:

American library association. Arbor day list. Boston, A. L. A. publishing board, 1906. 5c. \$1.25 in lots of fifty.

Lists of poetry and prose; selections for Arbor day.

Hazeltine, M. E. Anniversaries and holidays; references and suggestions for picture bulletins. Madison, Wisconsin library commission, 1909. 25c. 10c to libraries.

"Contains lists of general reference books for seasons, customs and holidays, also chronological list of individual holidays with reference and suggestions and annotations of books listed."

McCurdy, O. M. A bibliography of articles relating to holidays. Boston, Mass. Boston book company, 1907. 25c.

American library association. Bird book. Boston, A. L. A. publishing board. 10c. \$3.00 per 100.

"Includes books on study and identification, nests and eggs, economic value of birds, photography, song, migration, essays and narratives on the subjects."

Connecticut public library committee. Selected list of literature relating to American forests and forestry. Hartford. Published by the committee, 1906.

"Would be useful to have in connection with an exhibit of woods."

Administration helps

Five aids every library should have

Hitchler, Theresa. Cataloging for small libraries. A. L. A. publishing board, 1905. 15c.

McDonald, Katherine I. Magazines for the small library. Madison, Wisconsin library commission. 10 cents.

Plummer, M. W. Hints to small libraries. 3d ed. Brooklyn. Published by the author, 1902. 50c.

Stearns, L. E. Essentials in library administration. Chicago. A. L. A. publishing board, 1905. (Library handbook No. 1). 15c or \$5.00 per 100.

"Very helpful for the organizer or untrained librarian."

U. S. Library of congress. Handbook of card distribution with reference to bulletins 1-20. 2d ed. Washington, Government printing office, 1907

"Directions for ordering L. C. cards."

ECONOMIES FOR SMALL LIBRARIES.

POCKETS. Before worn out books go to the bindery, remove the pocket if not too soiled to use again in the rebound book. This saves not only the cost of the pocket but the labor of preparing another.

PICTURES. When books are worn beyond rebinding there are often pictures in them which can be trimmed, mounted on pasteboard and used for posters or grouped for use with schools and clubs. Prepare short reading lists to accompany them.

MAGAZINE COVERS. A light fiber express paper about 4c per lb is best for magazine covers. If cut at the printing office into sheets the size to use much vexation of spirit will be avoided.

PASTE. Paste in good working order should always be on hand. The following recipe for library paste if carefully made is satisfactory:

- 1 table spoon of alum
- 1 quart of water
- $\frac{1}{2}$ pint of flour
- 20 drops of oil of cloves

Mix the flour to a smooth cream with a small quantity of the cold water. Dissolve the alum in the remainder of the water and bring to a boil. Stir in the cream and cook for 20 minutes, preferably in a double boiler. Stir constantly while cooking. Remove from the fire. Strain and add oil of cloves. Keep covered in a glass jar.

BRUSHES. Clean in alcohol. Water loosens the bristles. Have separate brushes for shellac (1-4 inch), varnish (1-4 inch, and paste (1-2 inch). Keep clean and soft.

MAGAZINE EXTRAS. For magazine title pages, contents indexes, clean covers, etc., write F. C. Schottin, Buffalo, N. Y. He also keeps a stock of back numbers in magazines for completing sets.

MAIL AND EXPRESS RATES. Forward periodicals by mail at 4c per lb or 1c for 4 ounces. Forward books by mail at 8c per lb or 1 c per 2 ounces.

Forward periodicals by prepaid express at 1c per lb. This is a special rate within certain distances. Forward books by prepaid express at 8c per lb or 1c per 2 ounces. Forwarding books at prepaid express at mail rates is called "prepaid book express." Express not prepaid is charged at merchandise rate, 16c per pound.

DUSTERS. Have squares of cheese cloth hemmed for dusting. These can be washed.

NEWSPAPERS. The local editor will often give the library his exchanges if they are sent for regularly and this is a great help to the reading table.

SECOND HAND BOOKS. When the book fund is small it may be made to purchase more books by patronizing second hand dealers. There are several firms who handle "remainders" or shelf-worn books which will last as long in circulation and cost from one-third to one-half less than books from the regular stock. The saving is especially noticeable in the more expensive books such as dictionaries, encyclopedias and works of reference. Some firms send monthly or special lists of the bargains on hand. It is well to keep informed on the lists from such firms as

Caroline L. Himebaugh, 97 Reade St., New York City.

H. R. Huntting company, Springfield, Mass.

McDevitt-Wilson bargain book shop, 30 Church St., (Hudson terminal building), New York City.

Torchlight Press, Cedar Rapids, Iowa.

Union library association, 44-60 E 23rd St., New York City.

The book supply company, 266-268 Wabash Ave., Chicago.

NEW BOOKS. If the small library cannot purchase new books as fast as needed to keep up interest, write the commission for a loan of books. A traveling library, a club library, a farmer's library or a special collection of books to suit the needs of the community will be sent for the expense of transportation.

BOOKS FOR RENT. Books may be rented from the Gleaner's library, Beloit, Wis., kept by Miss Phoebe Swan. She has many clippings on subjects of interest which she rents. This is of special help to club women. Write for her circular.

H. W. Wilson company, Minneapolis, rent the magazine articles listed in Reader's guide at 10c for the first article in each order; additional articles 5c each. Minimum charge 25c.

SHELVING. Rule for estimating the capacity of shelving. Allow 1-3 of the space for growth. A foot of shelf will

hold an average of 10 books of fiction or 8 class books. Seven shelves 36 inches long will hold 210 ordinary sized books or 168 class books not allowing for growth.

TIME AND LABOR. Accurate records can be kept without the labor of writing author and title on book card and pocket. The accession number or call number written on both is sufficient to identify them. The fuller entry may prove convenient but is not essential. Some libraries place author and title on the book card and not on the pocket, finding it easier to replace the card in the right pocket by title than by number. This is probably the result of habit. Plain figures standing alone on card and pocket would be as easily sensed as words. In every case the accession number or call number must be on both card and pocket.

In the same way the entry of name and address is not strictly essential on reader's card. The registration number alone is used in charging and a glance at the registration book will supply the fuller information when needed. The registration number must be placed on every reader's card. The name added gives a personal touch that may increase the feeling of individual interest in the library. The address is not necessary in small communities.

Another economy of time that is growing in favor among trained librarians is the disuse of capitals and punctuation marks whenever clearness of meaning is not thereby sacrificed. Broadly speaking capitals are used for proper names, at the opening of sentences and in the first word of direct quotations. Titles of books and names of firms have only the first word capitalized unless a proper name.

Punctuation is omitted wherever possible especially the period in typewriting which not only saves time but also the constant puncturing of the cylinder.

A glance at recent publications is enough to show that these rules are not always followed in library literature but the librarian who aims to become scientific should adopt catalog rules for capitals and punctuation and be consistent in their use. The fourth edition of Cutter's rules for

dictionary catalog will be found a valuable guide. It was issued by the Government printing office, Washington, D. C. 1904.

LIBRARY LITERATURE.

STATE COMMISSION PUBLICATIONS. Keep a complete file of reports, bulletins and other publications from library commissions particularly from your own state.

LIBRARY BULLETINS. Read carefully and keep any reports or bulletins you may receive from other libraries. They are your best aids in keeping posted on the work of other librarians and in suggesting new methods.

Publications that every librarian should be familiar with are

A. L. A. booklist, monthly except July and August. Chicago. A. L. A. publishing board. \$1.00 per year.

The best aid in book selection for the small library. This publication is so important some commissions furnish it free to all public libraries in their state. Do not let the organizer have to rescue it from the waste basket and give it its rightful place of prominence among the daily tools.

Library journal. Official organ of A. L. A. from 1899 to 1903. \$4.00. Publication office 298 Broadway, New York.

"Oldest library publication in the United States. Contains long articles on practical subjects."

Public libraries. Monthly except July and August. Chicago Library bureau. \$2.00.

"Interesting, newsy and suggestive."

New York State library. New York libraries. Quarterly, 25c. "Especially valuable for book lists."

Wisconsin library commission. Wisconsin library bulletin. Bi-monthly. 25c.

"Full of practical suggestions. Useful in book lists and reading lists"

Pittsburg Carnegie library bulletin published monthly to supplement the Pittsburg catalog. 25c.

Publisher's weekly. Publication office 298 Broadway, New York. \$4.00.

"Gives a weekly record of new publications in America

with complete information and book notes written from the publisher's standpoint. Supplements the American catalog."

Publisher's trade list annual. Annual volume of the New York publisher's weekly. \$2.00 per volume.

"The latest catalogs of American publishers. Arranged alphabetically by the names of the publishers. Issued in August of each year."

Wilson publications. H. W. Wilson company, 1401 University Ave, S. E. Minneapolis, Minn. This firm publishes many important aids among which are

Book review digest. Monthly; gives American books and some English for the month with full information and descriptive notes and digest of literary criticism in the principal reviews. Invaluable to the librarian with many books to buy, who cannot have access to the leading reviews. Single numbers 50c. Annual cumulation \$3.00

Eclectic catalog. This indexes twenty periodicals and the more important public documents for the small library and is needed to keep up the magazine indexes. \$3.00.

Cumulative book index. Libraries having the U. S. catalog must take the cumulative book index to keep up to date. \$4.00 a year. The annual cumulations from the U. S. catalog 1902-1905 to the current year may be purchased for \$3.50 a volume.

PUBLIC DOCUMENTS.

Public documents should be handled with moderation. Not many libraries have time or space for complete sets. Study your community and send for the bulletins on subjects in which it is interested. Watch the monthly index to public documents and send for any you think you can use. If in doubt where to send write your congressman. Through him is usually the quickest way of securing a government publication if it is a recent one. The surest way is to apply to the Superintendent of documents, Washington, D. C. There may be some delay but he will secure it for you if it is possible. Another way is from the department that publishes the article or report wanted. Write

3	Who's who in America	4.00
4	World's almanac	.40
5	Tribune almanac	.25
6	New international yearbook	5.00
7	Statistical abstracts (U. S. bureau of statistics)	Free
8	Hoyt's cyclopedia of practical quotations..	6.00
9	Walsh's curiosities of popular customs	3.50
10	Peck's Harper's dictionary of classical antiquities	6.00
11	Sargent's Harper's cyclopedia of British and American poetry	4.50
12	Brooking's and Ringwalt public questions..	1.25
13	Statesman's yearbook	3.00
14	Congressional directory	.30
15	Wood's Quotations for occasions	1.50

There is economy in buying reference books second hand. The New international encyclopedia priced at \$100 can be purchased in good condition for from \$50 to \$60.

PART IV.—APPENDIX.

SUPPLIES FOR ORGANIZING LIBRARIES.

These lists presuppose that the desk supplies and the library furniture are already in place.

For a 500 volume library there will be needed:

1000	Book order cards	\$2.00
1000	Book cards	1.25
500	Reader's cards	1.75
500	Registration cards	1.75
200	Guide cards in thirds	1.00
1000	Line accession book, paper	.75
	Withdrawal book	.75
	Registration book	.35
100	Seven day labels	.05
100	Three days labels	.15
100	Rental labels	.15
1	Small rubber stamp with name of library....	.20
1	Library dating outfit	.65
1	Set alphabetic guides	.25
1	Charging tray with date guides	.75
1000	Pockets printed	2.50
	Statistic sheets	
25	Book supports	2.50
1	Box Dennison's labels A44 or 1 bottle letterine	.20
1	Bottle white shellac	.25
1	Bottle Higgin's American India ink.....	.25
3	Camel's hair brushes, 2¼ in. and 1½ in.....	
1	Flat bone or ivory paper knife	.25
	Mending paper	
	Paste in quantity	

Approximate cost \$17.75

If title list is to be made add

1000	Catalog cards ruled	2.40
100	Guide cards in fifths, 3x5 inches	.50

All of the above list that cannot be purchased locally can be bought from the Democrat printing company.

There will also be needed for the title list a 4 tray catalog case costing about \$8.00.

The only changes in these supplies for larger libraries will be in quantities ordered, until ready to catalog. As cataloging supplies depend on many conditions such as the use of L. C. cards, long hand or typewriter, it is better to use the commission for a list that will fit local conditions.

LIBRARY SCHOOLS.

The importance of technical training for librarians can not be over estimated. There are various ways of acquiring the training, by apprenticeship, by a regular course of one or two years at a library school, by a joint course at a university, or by a combination of these various methods. The best results follow a course taken after thorough apprentice work under a trained librarian. When a year's course is out of the question, a summer term will be found beneficial. The principal library schools in the United States are given below:

- Atlanta, Georgia, Carnegie library. Training school. 1905.
Julia T. Rankin, director. 1910.
- Carnegie library, training school for children's librarians, Pittsburgh, Pa. Francis J. Olcott, director, 1910.
- Drexel institute library school, Philadelphia, Pa. 1892. June R. Donnelly, director, 1910.
- Illinois library school, University of Illinois, 1892. P. L. Windsor, director, 1910.
- Indiana library school, Indianapolis, Indiana. 1908. Marcia Hoagland, director, 1910.
- New York state library school, Albany, New York. 1887.
J. L. Wyer, Jr., director, 1910.
- Pratt institute school of library science, Brooklyn, N. Y. 1890.
Mary W. Plummer, director, 1910.
- Simmons college library training school, Boston, Mass. 1902.
Mary E. Robbins, director, 1910.
- Syracuse University library school, Syracuse, N. Y. 1908.
Mary J. Sibley, director, 1910.

Western reserve university library school, Cleveland, Ohio, 1904.

Julia M. Whittlesey, director, 1910.

Wisconsin library school, Madison, Wis. 1906. Mary Emogene Hazeltine, preceptress, 1910.

The commission conducts summer school for librarians in the states of Iowa, Minnesota and Wisconsin. In Nebraska, the secretary of the commission gives lessons in library science by correspondence.

Some city libraries have training schools for their assistants as

Chicago public library, 6 months course conducted by Miss Smith.

St. Louis public library, 9 months course conducted by Mrs. H. P. Sawyer.

STATE LIBRARY COMMISSIONS.

The work of library commissions varies in the different states, some circulating traveling libraries only, others doing educational reference work and others adding to these activities legislative reference work. All commissions have in common the promotion of library development by every means in their power and the extension of reading opportunities to the people by means of state aid.

STATE LIBRARY COMMISSIONS

Alabama—Department of archives and history. Division of library extension. Thomas M. Owen, director, Montgomery.

California state library. Extension department. Jas. L. Gillis, Sacramento.

Colorado state board of library commissioners. C. R. Dudley, president, public library, Denver.

Colorado traveling library commission. Mrs. J. V. Welles, president, Denver.

Connecticut free public library committee. Caroline M. Hewins, secretary, public library, Hartford.

Delaware free library commission. Thomas W. Wilson, secretary, state library, Dover.

Georgia library commission., secretary, Carnegie library, Atlanta.

- Idaho state library commission. E. Louise Johnson, secretary, Boise.
- Illinois library commission.
- Indiana public library commission. Carl H. Milam, secretary, State House, Indianapolis.
- Iowa library commission. Alice S. Tyler, secretary, State historical building, Des Moines.
- Kansas traveling libraries commission., secretary, state library, Topeka.
- Kentucky state library commission. Fannie C. Rawson, secretary, Louisville; Julia A. Robinson, acting secretary.
- Maine library commission. E. W. Emery, secretary, state library Augusta.
- Maryland public library commission. Mary L. Titcomb, secretary, Washington county free library, Hagerstown.
- Maryland state library commission. B. C. Steiner, secretary, Enoch Pratt free library, Baltimore.
- Massachusetts free public library commission. C. K. Belden, chairman, state library, Boston.
- Michigan state board of library commissioners. Mrs. M. C. Spencer, secretary, State library, Lansing.
- Minnesota public library commission. Clara F. Baldwin, secretary, St. Paul.
- Missouri library commission. Elizabeth B. Wales, secretary, Jefferson City.
- Nebraska public library commission. Charlotte Templeton, secretary, Lincoln.
- New Hampshire state library commission. A. H. Chase, secretary, State library, Concord.
- New Jersey public library commission. H. C. Buchanan, secretary, Trenton.
- New York. Education department. Educational extension division, W. R. Eastman, chief, State library, Albany.
- North Carolina library commission. Louis R. Wilson, president, Chapel Hill.
- North Dakota public library commission. Mrs. Minnie Clarke Budlong, librarian and director, Bismarck.
- Ohio Board of library commissioners. C. B. Galbreath, secretary, state library, Columbus.
- Oregon public library commission. Cornelia Marvin, secretary, Salem.

- Pennsylvania free public library commission. T. L. Montgomery, secretary, state library, Harrisburg.
- Tennessee free library commission. Mary Hannah Johnson, secretary, Nashville.
- Texas library and historical commission. E. W. Winkler, secretary, Austin.
- Utah state library commission.
- Vermont free library commission. Frances Hobart, secretary, Montpelier.
- Washington state library commission. J. H. Hitt, secretary, Olympia.
- Wisconsin free library commission. Matthew S. Dudgeon, secretary, Madison.

ABBREVIATIONS.

A few of the abbreviations commonly used by librarians are given below.

a	author
A. L. A.	American library association
Abr	abridged
C. B. I.	Cumulative book index
cd	card
ch	chapter
co	company
col	collation
comp	compiler
dep't	department
e. g.	for example
ed	editor, edition
enl	enlarged
i. e.	id est (that is)
illus	illustrator, illustrated
imp	imprint
L. C.	Library of congress
Lib bur.	Library bureau
ms. mss.	manuscript. manuscripts
n. d.	no date
O.	Octavo
pl	plate
por	portrait
pub	published, publishers

Q. Quarto
 rev revised
 sup't superintendent
 sup't of docs superintendent of documents
 t title
 t c title card
 t p title page
 tr translated, translator
 v volume

Days—

Su. M. Tu. W. Th. F. St.

Months—

Ja. F. Mr. Ap. My. Je. Jl. Ag. S. O. N. D.

ADDRESSES

American library association publishing board, 1 Washington St.,
 Chicago. Chalmers Hadley, secretary.

Abbott, A. H., Chicago. Onion skin paper for mending.

Art metal construction company, Jamestown, N. Y. Book stacks
 and library furniture.

Ballard, H. H., Pittsfield, Mass. Clips for pamphlet binders.

Carnegie, Andrew, 2 E. 91st St., New York City.

Chivers, Cedric. 911-913 Atlantic Ave., Brooklyn, N. Y. Library
 bindings.

Clark, Arthur H., Cleveland, Ohio. Choice and rare books.

Democrat printing company, Madison, Wis. Library supplies.

Dennison manufacturing company, 90 Wabash Ave., Chicago. Lab-
 els, pins, cardholders and mending materials.

Gaylord brothers, Syracuse, N. Y. Gummed alphabets, book covers,
 binders, clips.

Gleaners library, Miss Phoebe Swan, Beloit, Wis.

Globe-Werneck company, 380 Broadway, New York city. Card and
 filing cabinets and card trays.

Grimm and Son, Madison, Wis. Bindery.

Huntting, H. R., Springfield, Mass. Re-enforced bindings. Second
 hand books.

Johnston, Wm. G. Pittsburg, Pa. Magazine holders, newspaper
 racks.

Library bureau, 156 Wabash Ave., Chicago. Library furniture.

- Multum in parvo bindery company, 624 Arch St., Philadelphia., Pa.
 Cloth strips gummed for mending.
- New York state library, Albany, N. Y. University of the State of
 New York. Bulletins and lists.
- Pittsburgh Carnegie library, Pittsburgh, Pa. Catalogs and lists.
- Schultz & Co., H. 6-18 Superior St., Chicago. Pamphlet boxes.
- Superintendent of documents, Washington, D. C. Government pub-
 lications free.
- Swan, Phoebe, Beloit, Wis. Gleaners library. Rents books
 and clippings on many subjects.
- Torchlight press, Cedar Rapids, Iowa. Second hand books.
- Tribune Company (The), Bismarck, N. D. Side and end papers
 and mending supplies. Bindery.
- Union library association, 44 E. 23rd St., New York City. Book
 bargains.
- Waldorf bindery company, St. Paul, Minn.
- Wilson, H. W. Wilson company, 300 14th Ave., Minneapolis, Minn.
 Publishers C. B. I., Reader's guide, etc. Rent clippings.

GLOSSARY.

Below are given the meanings of terms used in this pamphlet
 as understood by librarians.

- Accession.* To accession means to enter in the order of acquisition
 on a permanent record of all books belonging to the library.
- Accession book.* A book in which is kept a permanent record of
 every book belonging to the library.
- Accession number.* The number given to a book at the time the
 book is entered in the accession record. This number once given
 to a book is never changed in that library.
- Accession record.* A permanent record of books in the order of
 acquisition. It may be kept in a book or on cards.
- Author abbreviation.* Author abbreviation is the use of the surname
 with the given name in full if only one; or the surname with
 initials of given names if more than one. e. g. Thomas Jef-
 ferson, T. B. Aldrich.
- Author inversion.* Author name inversion is the placing of the
 surname first followed by the given name or initials. e. g.
 Roosevelt, Theodore. Longfellow, H. W.
- Book card.* A card on which is written the title of the book, its
 author, accession number and sometime call number. This

card is kept in the pocket of the book when book is kept in the library.

Book number. Letters, figures or a combination of both which distinguish a book from every other book in that class.

Book pocket. A pocket pasted in the book in which to keep the book card when in the library and the reader's card when in circulation. The book pocket usually has printed upon it the rules of the library and written above is the accession or call number and sometimes author and title.

Bristol guides. Aids interspersed in card catalogs or lists to help the eye in locating quickly the subject sought; usually a card of a different color from the other cards used and having a letter, number or word conspicuously lettered on the upper edge.

Call number. The call number of a book is the class number or accession number combined with the book number.

Catalog. A list of books in the library alphabeted under author, title and subject.

Catch title. See title.

Charging. Making the necessary entries on book card and reader's card when a book is loaned.

Class number. A class number is figures or a combination of figures and letters which indicates the subject matter of the book.

Classed list. A list of books arranged by the subjects of which they treat. They are usually designated by figures according to the Dewey decimal system of classification.

Collation. Information following the title of a book such as number of volumes, illustrations, maps, plates, etc.

Cost. The cost of a book is the amount actually paid for it after discounts have been deducted. See price.

Dating Slip. A strip of thin paper about 3x7 inches fastened opposite the pocket in a book on which to stamp the dates of charging and discharging.

Dealer. The individual or firm selling a publication. Some firms publish a book and arrange with dealers to sell it; others both publish and sell their own output. Others publish a few titles and deal extensively in the books of many publishers; as A. C. McClurg & company, Chicago, and Baker & Taylor, New York. Others are dealers only, as the St. Paul book and stationery company, St. Paul.

Discharging. A book is said to be discharged when the record of its return to the library is made on the book card and reader's card.

Duplication. Books are said to be duplicated when more than one copy of the same title is added to the library.

Edition. A reprinting with any change of the original text is another edition.

End papers. Paper used for the inside cover and fly leaf of a book is called end paper.

Hectograph. A gelatin pad for copying or multiplying a writing.

Impression. A reprinting of a book without change is called an impression.

Imprint. Imprint includes the name of publisher of a book, the place where published and the date of issue.

List price. The price at which a book is quoted in the catalog.

Metal dates. Small steel figures clipped to the edge of cards to group the cards by dates. Especially useful in charging system to show date due.

Net price. The lowest price for which a book can be purchased.

P. slip. Paper 3x5 inches, convenient for making notes and filing with cards.

Price. The price of a book is its quotation at retail. If a book is listed in dealers catalogs at \$1.50 and sold to the libraries at 63c, \$1.00 is the price and 63c the cost.

Publisher. The individual or firm printing or publishing a book. Some publishers are also dealers. See dealer.

Reading list. A list of books and articles on a subject selected to interest and help special readers and students.

Recto. The page at the right hand after title page has been turned down.

Remainders. Remnants of stock closed out by publishers to dealers and by them sold at second hand prices.

Shelf list. A list of books as they stand on the shelves.

Short title. See title.

Shorts. Books which the dealer has not in stock when an order is received and which must be delayed in shipment.

Side papers. Marbled or grained papers used on outside cover of books.

Sizing. Treating with glue as in fastening the backs of books.

Standard size. By standard sizes the librarian means paper in P. slips 3x5 inches, or L. pads 8x10 inches. These fit conveniently into card trays and folders.

Tipped in. A leaf or a strip of paper is said to be tipped in when it is fastened into the book by pasting slightly on one edge.

Title. The name of a book as given by the author on the title page. Books are often known by a short title or catch title which is a condensation of the true title.

Title page. The front page of a book on which appear title, author's name and imprint.

Withdrawal. Taking from the records entry of books which have been permanently removed from circulation.

Withdrawal book. A book in which is kept consecutively numbered a list of all books no longer circulated by the library.

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